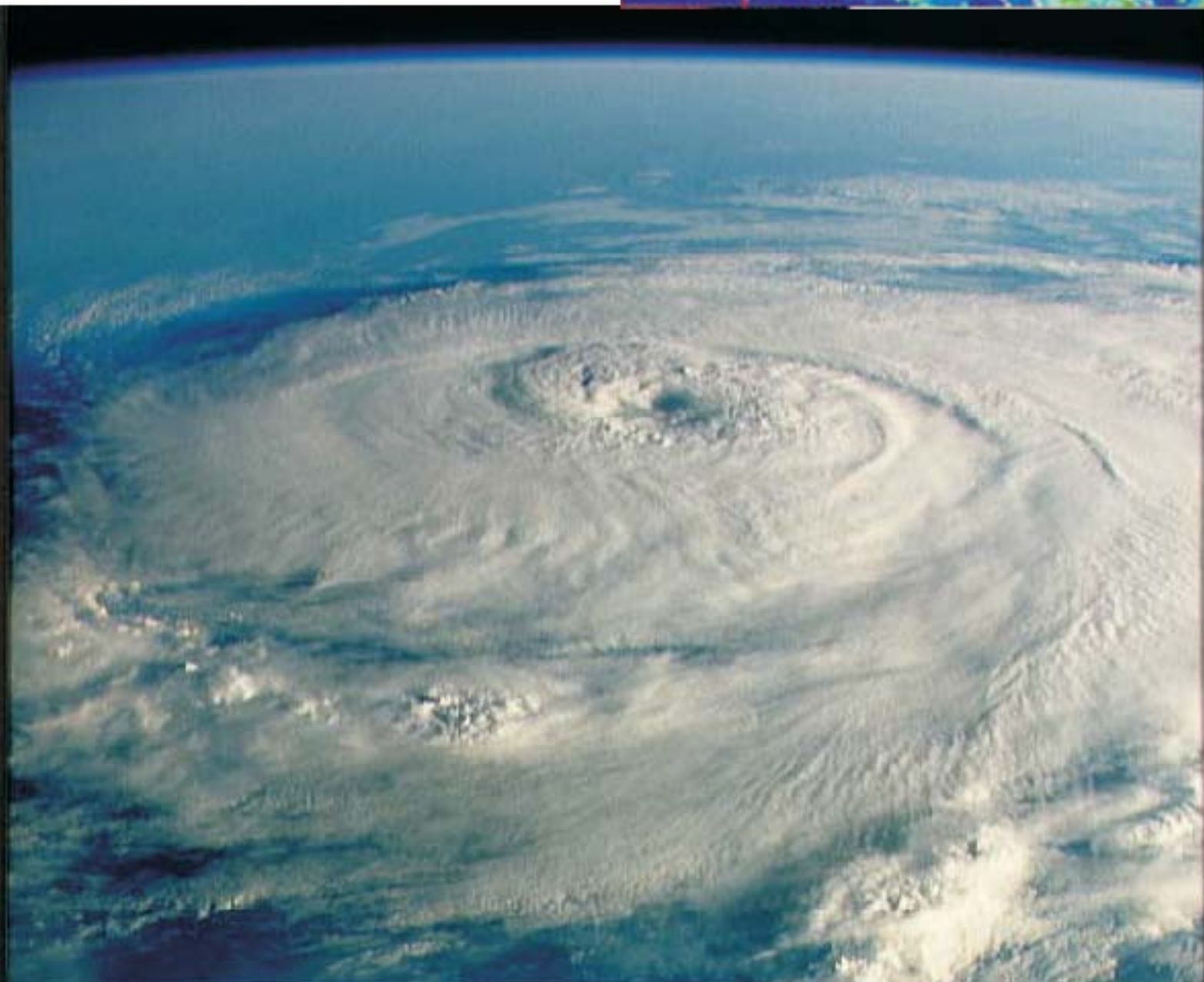
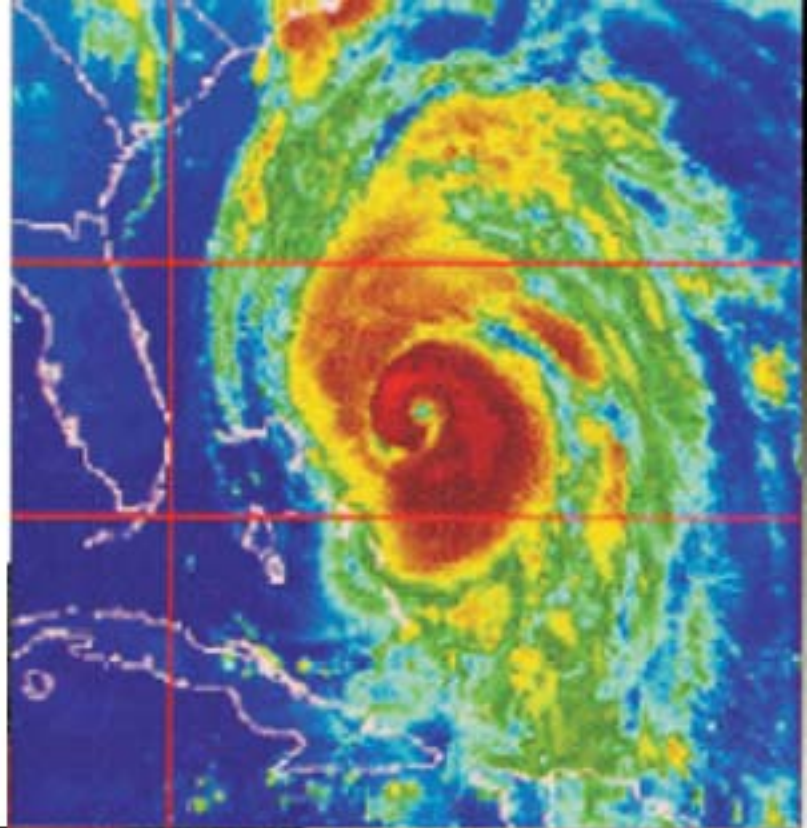




**GALVESTON  
DISTRICT  
HURRICANE  
PLAN**

**MAY 2002**



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Department of the Army  
Galveston District, Corps of Engineers  
P. O. Box 1229  
Galveston, Texas 77553-1229

CESWG Plan  
500-1-3

1 May 2002

**HURRICANE PLAN**

**1. SITUATION.**

a. GENERAL. Hurricane season begins on June 1 and ends on November 30.

(1) Hurricanes threaten District activities with high winds, flooding, hurricane surge, and tornadoes. Threatened activities will follow the structured readiness procedures described in ANNEX A (READINESS SYSTEM) to prepare for a hurricane.

(2) Physical impacts may include:

(a) Storm-generated debris, in the form of vegetation, construction and industrial building material, hazardous waste.

(b) Loss of commercial electric service, to include residential, commercial, and industrial customers, public works facilities (water, waste water systems), hospitals, government offices (Emergency Operations Centers), police and fire stations), and emergency shelters.

(c) Structural and roof damage to residential, commercial, governmental buildings, transportation systems requiring temporary repairs to restore functionality to support emergency operations or to reduce continuing property damages.

(d) Shoaling of navigable waterways.

(3) Impacts to residents may exceed State of Texas and local government capabilities to respond to the emergency. Federal assistance may be required to meet the immediate needs of hurricane victims and to facilitate a recovery. In order to provide this support the District will execute support responsibilities as described below.

b. PURPOSE. This plan details tasks, procedures, and resources for use by Galveston District personnel before, during, and after a hurricane emergency within the area of responsibility or operations of the Galveston District.

c. SCOPE. This plan applies to all U. S. Army Corps of Engineers (USACE) personnel and activities operating within the Galveston District's Civil Works boundaries. Activities include preparedness, response, and recovery regardless of authority. Any USACE element performing emergency work under the direction and control of the Galveston District falls within the scope of this plan.

d. AUTHORITY. Hurricane emergency operations are conducted under four primary authorities.

(1) AR 500-60, Disaster Relief. The District Commander, in response to an imminently serious situation, may use organic resources to save human life, prevent human suffering, and lessen property damage. Assistance is provided on a non-reimbursable basis and emergency contracting is not authorized.

(2) Public Law 84-99 (as amended). The District Commander has authority to provide emergency assistance to State and local officials as follows:

(a) Prior to and during a hurricane, when State and local resources are inadequate to deal with the emergency, the District may be requested to provide engineering and technical expertise, emergency contracting, loan of supplies and equipment, and rescue.

(b) In the time period immediately after passage of the hurricane, and prior to a Presidential Declaration, the District may supplement State and local efforts by providing assistance to meet immediate needs that threaten life or property. USACE assistance: (1) must be requested by the Governor; (2) must be requested before the President issues a Federal disaster declaration; and (3) is limited to 10 days following the Governor's initial request.

(c) Within 30 days of landfall, the District may receive requests for assistance from State and local officials to rehabilitate damaged federal and non-federal flood control works and USACE-constructed hurricane protective works.

(3) Public Law 93-288 (as amended). The Federal Emergency Management Agency (FEMA) has authority to task (response and recovery missions) USACE to provide engineering, contracting, and construction management assistance to State and local officials, and other Federal agencies.

(4) Specific Project Authorizations.

2. **MISSION.** The Commander, Galveston District, will use available resources to protect and recover District assets and assist other Federal, State, and local authorities in mitigating loss of life, preventing immediate human suffering, and minimizing property damage from a hurricane within the District's area of responsibility.

3. **ORGANIZATION.** The District shall reconfigure to the organization described in ANNEX B (RESPONSE ORGANIZATION).

4. **EXECUTION.**

a. Pre-landfall. Prior to the hurricane reaching land, the District's work priority will be to (1) prepare District personnel and facilities for hurricane conditions and (2) actively prepare for and respond to requests for emergency assistance from local, State, and Federal agencies. Operations include:

- Monitoring the weather and status of preparedness and response.
- Collecting and analyzing related information.
- Estimating impacts to government, industry, and private sectors.
- Determining potential USACE involvement.
- Establishing coordination and liaison with State and local officials.
- Initiating continuous monitoring of hurricane status.
- Alerting and deploying personnel with emergency duties.
- Identifying available resources for use in response and recovery.
- Operating an EOC for Command and Control of emergency operations.
- Establishing a Crisis Action Team (CAT) to execute this Plan.
- Responding to requests for assistance from State and local officials.
- Executing pre-declaration tasks assigned under the Federal Response Plan.

b. Post landfall. After a hurricane's landfall, the District's work priority will be to (1) reconstitute District personnel and restore District facilities, (2) respond to missions and tasks assigned under the Federal Response Plan, (3) respond to requests for emergency assistance from local, State, and Federal agencies under USACE authorities, (4) assess and restore navigation on federal channel projects, and (5) assess and restore federal and non-federal flood control works. Operations include:

- (1) Deploying teams to assess damages and determine needs in impacted areas. Reconnaissance assessment teams, in coordination with the EOC, will coordinate with local agencies, assess impacts, determine needs and potential missions, and inspect completed works.

(2) Providing flood fight assistance to the State at the request of the State Division of Emergency Management. Requests for State assistance are received in, and executed from, the EOC.

(3) Providing post-flood assistance to the State at the request of the Governor. Assistance can be provided for a maximum of ten days. Establishing Emergency Field Offices in the disaster area as required.

(4) Evaluating damage to District facilities and performing repairs. Establishing temporary office facilities as required.

(5) Executing Federal Response missions by the District until a forward Emergency Response and Recovery Office (ERRO) is established in the impacted area.

(6) Assessing the status of impacted Federal waterways and clearing hurricane-generated obstructions and hazards to navigation.

(7) Receiving and executing requests for rehabilitation of hurricane-damaged Federal and non-Federal flood control projects or USACE-constructed hurricane protective works. The District investigates damages, determines feasibility of repair, and performs repair.

## **5. RESPONSIBILITIES.**

### **a. COMMANDER.**

(1) Directs execution of the plan including all District emergency operations. Duties may not be delegated.

(2) Provide policy and direction for planning, preparedness, and training of District resources for hurricane emergency operations.

(3) Sets overall priorities for preparedness and emergency operations.

### **b. EMERGENCY MANAGEMENT OFFICE.**

(1) Manages maintenance of the plan.

(2) Manages training required under the plan.

(3) Manages exercises required under the plan.

## **6. ADMINISTRATION AND LOGISTICS.**

a. Administration will be in accordance with standard operating procedures unless otherwise directed by the District Commander.

b. Logistics support will first utilize those resources and facilities that are routinely available. The procurement of equipment or supplies in excess of current allowances will be approved in advance by either the Emergency Manager (EM) or the Crisis Action Team Lead. Priority of supply and procurement is to: EOC, emergency field elements, District Headquarters operations in support of emergency operations, and routine operations, in order.

## **7. COMMAND AND COMMUNICATION.**

a. Commander, Galveston District USACE

(1) First Alternate - Deputy Commander, Galveston District USACE.

(2) Second Alternate - Deputy District Engineer for Project Management.

b. Command and control, unless otherwise directed by the CDR, is executed from:

(1) Emergency Operations Center, Room 318, Jadwin Building, TX

(2) Alternate Emergency Operations Center, Houston Project Office, TX.

c. Communications. Emergency operations will use existing commercial systems for voice and data traffic. Alternate systems to include satellite telephone and radio will be employed in event of the failure of commercial systems. See ANNEX I (INFORMATION MANAGEMENT).

--signed--

LEONARD D. WATERWORTH  
Colonel, EN  
Commanding

ANNEX A (READINESS SYSTEM)  
ANNEX B (RESPONSE ORGANIZATION)



CESWG Plan 500-1-3  
1 May 2002

ANNEX C (FLOOD FIGHT MISSION)  
ANNEX D (RECONSTITUTION MISSION)  
ANNEX E (NAVIGATION MISSION)  
ANNEX F (FEDERAL RESPONSE MISSION)  
ANNEX G (REHABILITATION MISSION)  
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ANNEX J (INFORMATION MANAGEMENT)  
ANNEX K (FINANCE)  
ANNEX Z (PERSONNEL ASSIGNMENTS)

ANNEX A (READINESS SYSTEM) TO HURRICANE PLAN**1. SITUATION.**

a. GENERAL. The District lies entirely on the Texas Gulf Coast and as a result, is subject to a significant hurricane threat. This threat is based on a high risk of hurricane occurrence and a high vulnerability to hurricane impacts. The risk of occurrence is based on historical record and is refined seasonally based on climatologic and meteorological conditions. The Texas Gulf Coast has experienced 37 hurricanes since 1900, 16 of which have been Category 3, 4, or 5. The District's high vulnerability to impacts from hurricane wind and flooding is primarily a result of the close proximity of most operations, personnel, and facilities to the coast. In mitigating our threat, risk cannot readily be addressed. However, reducing the vulnerability of District operations, personnel, and facilities to hurricane impacts may mitigate threat. Government officials recommend being prepared to reduce vulnerability. When a hurricane forms, preparedness is driven by five-day forecasts of intensity and track issued every six hours by the National Hurricane Center. The forecasts include a Strike Probability listing locations at highest risk. Forecast accuracy is variable with track more accurate than intensity. The District's vulnerability is influenced mostly by a hurricane's intensity. As a result, preparedness actions are based on intensity and to lesser extent track. Intense hurricanes (Category 3 and greater) have a significantly higher potential to impact the District. Preparing for a Category 5 hurricane will be more extensive and take longer to implement than that necessary for a Tropical Storm.

b. PURPOSE. Establish a Readiness System that will:

(1) Provide a system to prepare District facilities and personnel for an impending hurricane in order to reduce damages to District property and ensure speedy reconstitution of the District workforce.

(2) Provide for the standardization of terms to be used by all Divisions and Offices within the District.

(3) Provide for maximum efficiency in the use of available personnel.

(4) Provide for a progressively structured system which will permit an orderly and timely increase in preparedness of affected District facilities/activities.

(5) Provide for the recovery of District facilities and the reconstitution of District personnel.

(6) Provide for creation and execution of annual exercise to familiarize all District personnel with the Hurricane Plan

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ANNEX A (READINESS SYSTEM) TO HURRICANE PLAN

2. **MISSION.** Minimize hurricane impacts to District operations, personnel, and facilities and support reconstitution of personnel and recovery of operations and facilities.

3. **ORGANIZATION.** Elements of the District organization will be reconfigured as pre-designated emergency operations teams are mobilized in support of the declared Readiness Condition (REDCON). The pre-designated teams identified in ANNEX B (RESPONSE ORGANIZATION) will be implemented as described herein.

4. **SCOPE.** The Readiness System consolidates existing procedures and is specifically tailored to hurricane preparedness. This system will be implemented to the extent necessary to minimize hurricane impacts to District personnel and facilities and expedite reconstitution and recovery.

5. **EXECUTION.**

a. This annex provides procedural guidance for use among Divisions and Offices on actions to be taken upon notification of a possible hurricane emergency. The District Commander will direct District HQ increases in preparedness posture above “WATCH”.

b. The Readiness System is location specific. The Field Office Chiefs in coordination with the District Commander will designate the level for each of the District’s activities upon the approach of a hurricane.

c. Typical time spans for each level are based on the strength or potential strength at landfall of the hurricane. Longer times are required to prepare for Categories 3, 4 and 5 hurricanes, and shorter times for Categories 2 and below.

d. Should a conflict develop between other plans or procedures, the matter will be referred to the District Commander for resolution.

5. **EXPLANATION OF READINESS LEVELS.** These are conditions or standards of preparedness that are attained by District elements in anticipation of a hurricane striking the District.

a. **REDCON 5 – “SEASONAL ALERT”.** Beginning 30 days before hurricane season and extending through the Atlantic hurricane season of June 1 through November 30. All organizations within the District will review hurricane preparedness plans, refresh training, and check supplies, rosters, and equipment. Emergency Management will issue the REDCON 5 - "SEASONAL ALERT" notification via e-mail.

b. **REDCON 4 – “ALERT”.** Approximately 72 hours (for Category 3, 4, or 5 hurricanes) to 48 hours (Category 1 or 2 hurricanes) prior to the landfall of hurricane

ANNEX A (READINESS SYSTEM) TO HURRICANE PLAN

force winds. All organizations within the District will be alerted to the potential for hurricane conditions. Continuous monitoring of the storm is begun.

c. **REDCON 3 – “WATCH”**. Hurricane conditions are likely in the Watch area. Approximately 48 (for Categories 2, 3, 4, or 5 hurricanes) to 32 hours (Categories 1 hurricanes) prior to the landfall of hurricane force winds. Declared before or concurrent with the National Hurricane Center's “Hurricane Watch” for an area within the District.

d. **REDCON 2 – “WARNING”**. Hurricane conditions are imminent in the Warning area. Approximately 32 (for Categories 2, 3, 4, or 5 hurricanes) to 24 hours (Categories 1 hurricanes) prior to the landfall of hurricane's force winds. Declared before or concurrent with National Hurricane Center's “Hurricane Warning” for an area within the District. The Advance Team activates an alternate EOC when a Category 2 or greater hurricane threatens the District HQ.

e. **REDCON 1 – “RELOCATION”**. Category 2 or greater hurricane is imminent in the Galveston area. Issued approximately 24 (for Categories 2, 3, 4, or 5 hurricanes) prior to the landfall of hurricane force winds. Maximum threat to District HQ operations and personnel. Emergency personnel relocated. Command and control is relocated to the Alternate EOC (Addicks).

6. **DECLARATION AUTHORITY**. The District Commander will direct level changes above “WATCH” at the District HQ. Field Office Chiefs, in coordination with the District Commander, will direct level changes for their facilities.

7. **EXERCISE**. Readiness conditions will be exercised annually. The purpose of the exercises will be to familiarize District personnel with the various functional elements of ANNEX A (READINESS SYSTEMS). The deployment of the Alternate CAT to the Alternate EOC (Addicks) will be exercised every three years as a minimum. Additionally, exercises should require the CAT to recall/assign individuals to the pre-designated positions on selected teams within the Hurricane Plan.

ANNEX A (READINESS SYSTEM) TO HURRICANE PLAN

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ANNEX A (READINESS SYSTEM) TO HURRICANE PLAN

**REDCON 5 – “SEASONAL ALERT”**

1. **EXPLANATION OF TERMS.** The normal preparedness which can be sustained indefinitely and which represents an optimum balance between the requirements of hurricane preparedness and the routine operation of the District.
2. **SITUATION.** The start of hurricane season (June 1) is imminent (within 30 days).
3. **ACTION LIST.** Normal operations continue, plus the following when the situation requires:
  - a. **DISTRICT COMMANDER.**
    - (1) Order execution of REDCON 5 - "SEASONAL ALERT".
    - (2) Oversee status of hurricane preparations.
  - b. **DIVISIONS AND OFFICES.**
    - (1) Maintain an Emergency Kit, containing office supplies, non-standard forms and references. Items should be sufficient to support routine organizational business responsibilities for a 30-day period.
    - (2) Identify mission-essential equipment and supplies required to accomplish assigned tasks under this plan.
    - (3) Notify personnel, by position and name, who have been pre-selected to fill CAT mission manager positions, mission team positions, Emergency Response and Recovery Office, Emergency Field Offices, and response teams. Ensure personnel are aware of their responsibilities and instructions for reporting to duty once notified of an event.
    - (4) Maintain a Division/Office emergency notification plan. Provide a copy to the Emergency Management Office.
    - (5) Maintain an Organizational Hurricane Action Plan that addresses execution of the requirements of this plan. Provide a copy to the Emergency Management Office. A generic plan is provided in ANNEX A (READINESS SYSTEM).
    - (6) Maintain a Workstation Action Plan for each workstation in the organization (occupied and vacant). Post a copy of the plan in the workstation. A generic plan is provided in ANNEX A (READINESS SYSTEM).

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ANNEX A (READINESS SYSTEM) TO HURRICANE PLAN

(7) Maintain a Personal Evacuation Plan for each person in the organization. Provide copy to the Emergency Management Office. A generic plan is provided in ANNEX A (READINESS SYSTEM).

(8) Review this Hurricane Plan and forward revisions to the Emergency Management Office.

c. EMERGENCY MANAGEMENT OFFICE.

(1) Devise communications plan to ensure effective coordination among emergency management agencies potentially involved in a hurricane emergency.

(2) Review and coordinate relevant policies, instructions, and plans affecting hurricane emergency planning and operations.

(3) Maintain an inventory of emergency equipment, clothing, and supplies readily available for issuance during hurricane emergency operations.

(4) Ensure Hurricane Plan is reviewed and updated annually.

(5) Issue preparedness guidance and information to Division and Offices.

(6) Distribute emergency communications plan (include toll-free and regular EOC telephone numbers) to all District personnel.

(7) Monitor weather for conditions requiring REDCON 4 - "ALERT".

(8) Maintain a District-wide hurricane notification plan.

(9) Conduct monthly hurricane readiness meetings to review status of readiness and related information.

d. INFORMATION MANAGEMENT OFFICE.

(1) Maintain an inventory of equipment and software readily available to support emergency operations, to include, EOC, Alternate EOC, ERRO, and other field operations site.

(2) Develop a plan to ensure emergency data and voice support is available to the EOC, Alternate EOC, and field emergency operations.

ANNEX A (READINESS SYSTEM) TO HURRICANE PLAN

(3) Develop a standard operating procedure to issue, manage, and recover government calling cards for use by emergency personnel.

(4) Provide training to assist District personnel in identifying mission-essential and/or irreplaceable files and documents.

e. RESOURCE MANAGEMENT OFFICE. Identify IT equipment and software requirements necessary to support the Finance and Administration Mission should remote operations (home, Alternate EOC, ERRO) be necessary.

f. LOGISTICS MANAGEMENT OFFICE.

(1) Identify and mark equipment immediately available for support of the EOC or deployable to the field in support of emergency operations.

(2) Maintain a procedure to obtain supplemental vehicles for transporting equipment and supplies in support emergency operations.

(3) Maintain a procedure to issue, manage, and recover gasoline credit cards to personnel assigned rental vehicles.

(4) Maintain a procedure to dispatch vehicles to emergency personnel.

(5) Identify potential lodging within 5 miles of the Alternate EOC and negotiate reserved block of accommodations for the hurricane season.

g. CONTRACTING DIVISION.

(1) Maintain copies of FEMA mission standard contracts.

(2) Maintain listings of potential contractors and vendors capable of responding to a hurricane disaster within the District's area of responsibility.

(3) Maintain list of District personnel with Contract Officer Authority.

h. REAL ESTATE DIVISION. Maintain a contingency inventory list of facilities in the area surrounding District facilities, which may be available for use as temporary facilities.

i. CAT and CMT will attend monthly hurricane readiness meetings.



ANNEX A (READINESS SYSTEM) TO HURRICANE PLAN

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ANNEX A (READINESS SYSTEM) TO HURRICANE PLAN

**REDCON 4 – “ALERT”**

1. **EXPLANATION OF TERMS.** A condition requiring increased monitoring of a developing hurricane. On attainment of “ALERT”, district activities threatened by the hurricane have been alerted and have identified specific preparedness actions necessary to protect the facility and prepare personnel.

2. **SITUATION.** A tropical storm or hurricane has formed and is a threat to the Texas Gulf Coast. Conditions are such that hurricane force winds may be expected within the District within 72 hours (for Category 3, 4, or 5 hurricane) or within 48 hours (for Category 1 or 2 hurricanes).

3. **ACTION LIST.** Normal operations continue, plus the following when the situation requires:

a. DISTRICT COMMANDER. Order execution of REDCON 4 - "ALERT".

b. DIVISIONS AND OFFICES.

(1) Review this Hurricane Plan and execute preparations.

(2) Verify availability of pre-assigned personnel to fill CAT positions.

(3) Ensure all “SEASONAL ALERT” actions have been completed, are current, and verified.

(4) Check emergency equipment and supplies.

(5) Identify mission essential or irreplaceable (no copies) files and documents that may require relocation to a shelter or special protection. Identify requirements to IMO.

c. EMERGENCY MANAGEMENT OFFICE.

(1) Begin active monitoring of storm or hurricane, transmit data to area and project offices as situation changes.

(2) Maintain a hurricane tracking chart in EOC and in Jadwin Building cafeteria with latest coordinates and data indicated at all times.

(3) Begin SITREPS.

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ANNEX A (READINESS SYSTEM) TO HURRICANE PLAN

(4) Initiate High Frequency (HF) radio contact with all area offices and Addicks Project Office.

(5) Contact 5<sup>th</sup> Army EOC, State of Texas EOC, and Texas Regional Liaison Officers to verify emergency phone numbers and duty officers/Points of Contact.

(6) Verify status of designated emergency response teams.

(7) Request SWD identify and alert supporting PRTs and TDY assistance (SWF and SWT designated assignments).

(8) Alert CAT, Alternate CAT, and RAT teams for possible activation.

(9) Alert District staff via e-mail. Provide updates as advisories are issued.

c. INFORMATION MANAGEMENT OFFICE.

(1) Recommend personnel backup essential computer files and data.

(2) Identify essential files, documents, and equipment required to resume functional responsibilities at alternate site.

(3) Identify number of cellular phones in District and users.

(4) Provide cellular phones to Chiefs of CAT, Ops, E&C, Contracting, Logistics, Public Affairs, and the Finance Officer.

d. ALTERNATE CAT. Prepare for immediate deployment upon REDCON 3 if storm forecast to affect District HQ.

ANNEX A (READINESS SYSTEM) TO HURRICANE PLAN

**REDCON 3 – “WATCH”**

1. **EXPLANATION OF TERMS.** A condition that requires threatened activities to assume increased readiness. On attainment of “WATCH”, District activities threatened by the hurricane have completed preparedness actions that may be accomplished without affecting routine work. The CAT has been activated to direct emergency operations in threatened areas.

2. **SITUATION.** Hurricane conditions are likely (greater than 10 percent strike probability) to affect District operations or personnel. Ideally, this is 36 (for Category 1 hurricanes) to 48 hours (for Category 2 or higher hurricanes) before a hurricane's landfall. The National Hurricane Center has not necessarily issued a Hurricane Watch for portions of the Texas Gulf Coast, however, a Hurricane Watch will always trigger RECON 3 - "WATCH" if not previously implemented. Local officials begin issuing evacuation recommendations for the most vulnerable areas and populations. This includes low-lying coastal and bay areas, residents of mobile homes, and visitors.

3. **ACTION LIST.** Actions taken to attain REDCON 3 - “WATCH”:

a. DISTRICT COMMANDER.

- (1) Order execution of REDCON 3 - "WATCH".
- (2) Activate CMT and CAT.
- (3) Implement liberal leave policy for preparedness.

b. DIVISIONS AND OFFICES.

- (1) Immediately complete REDCON 4-“ALERT” actions.
- (2) Advance preparations to secure workstations.
- (3) Backup all computer files.
- (4) Curtail routine field operations.
- (5) Begin providing daily status reports to the CMT and CAT.
- (6) Secure exterior of facilities; remove equipment, supplies, debris that could be blown around; secure or stow outside equipment; tie down storage tanks.

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ANNEX A (READINESS SYSTEM) TO HURRICANE PLAN

(7) Prepare mission essential or irreplaceable files and documents to be relocated or sheltered per guidance from IMO.

(8) Offices possessing laptop computers will temporarily transfer all working units (hand receipt) to the EOC (CAT Logistics).

(9) Upon release of HQ's personnel, personnel and offices possessing handheld FM radios will temporarily transfer all working units (hand receipt) to the EOC (CAT Logistics).

(10) Ensure that all personnel have provided a copy of their personal hurricane plan to their immediate supervisor and understand the procedures to follow after the hurricane has passed in order to report for duty, request leave, or seek excusal due to personal hardship. ENSURE ALL PERSONNEL HAVE THE REGULAR EOC, ALTERNATE EOC, AND FORT WORTH DISTRICT EOC TELEPHONE NUMBERS.

c. AREA OFFICES.

(1) Verify and update hurricane and recovery plans of construction contractors. Report status of contractor and provide copy of plans to CAT.

(2) Board up windows, secure doors (for offices not co-located in Jadwin Building).

(3) Complete removal/securing of exterior wind-blown hazards.

d. CONTRACTING DIVISION. Verify disaster contractor's availability for response operations. Report status to CAT.

e. INFORMATION MANAGEMENT OFFICE.

(1) Activate the 10 additional phone lines in the Alternate EOC (if Advance CAT team is deployed).

(2) Backup tapes of all District files will be relocated to the Alternate EOC upon deployment of the Alternate CAT. The Alternate CAT Information Management Lead will be responsible for this action.

f. LOGISTICS MANAGEMENT OFFICE.

(1) Provide Advance Team with two radio equipped, four-wheel drive (4X4) trucks.

ANNEX A (READINESS SYSTEM) TO HURRICANE PLAN

(2) Provide radio equipped vehicles for RAT team.

g. CAT.

(1) Ensure all emergency personnel, including the CMT, CAT, Alternate CAT, Liaison Officers, SAT, and RAT, are permitted time-off from duty to attend to personal preparedness, family, and personal matters. Up to four hours administrative leave may be granted to night shift or deployable emergency personnel (Alternate CAT, SAT, Liaison Officers).

(2) Deploy Liaison Officers to local jurisdictions (only for Category 2 or greater hurricane).

(3) Deploy Liaison Officers to the State of Texas EOC and affected Disaster Districts (only for Category 2 or greater hurricane).

(4) Deploy Alternate CAT to the alternate EOC if forecast landfall threatens District HQ (forecast landfall at 95 MPH or greater hurricane winds).

(5) Activate SAT. Establish EOC operating hours.

(6) Assemble CAT for briefing. Establish daily briefing schedule.

(7) Initiate regular HF radio checks (4 hrs) with field offices, SWD, TX EOC, and local EOCs.

(8) Conduct hurricane briefing for District HQs staff.

(9) Provide status reports to field offices concerning the District operations, weather, and readiness.

(10) Prepare for deployment to the Alternate EOC (Addicks Project Office).

(11) Place three RAT teams on alert for possible deployment to Alternate CAT location if forecast landfall threatens District HQ or other locations as directed by the Planning Lead.

(12) Implement Release emergency personnel.

ANNEX A (READINESS SYSTEM) TO HURRICANE PLAN

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ANNEX A (READINESS SYSTEM) TO HURRICANE PLAN

**REDCON 2 – “WARNING”**

1. **EXPLANATION OF TERMS.** A condition requiring direct action to prepare for hurricane conditions. On attainment of “WARNING”, district activities threatened by the hurricane have completed action to secure facilities and have released personnel from normal duty. The Alternate EOC has been placed on stand-by and is ready for immediate activation (forecast landfall affecting District HQ at 95 MPH or greater hurricane winds).

2. **SITUATION.** Hurricane conditions are imminent (greater than 25 percent strike probability on District operations or personnel) within the District. Ideally, this will be from 12 (for Category 1 hurricanes) to 36 hours (for Category 2 or higher hurricanes) before a hurricane's landfall. The National Hurricane Center has not necessarily issued a Hurricane Warning for portions of the Texas Gulf Coast, however, a Hurricane Warning will always trigger RECON 2 - "WARNING" if not previously implemented. Local officials issue evacuation recommendations for the general population based on existing evacuation and contingency plans.

3. **ACTION LIST.** Normal operations suspended. Priority is to complete hurricane action lists as soon as possible.

a. **DISTRICT COMMANDER.**

(1) Order execution of REDCON 2 - "WARNING".

(2) Release non-emergency employees (Jadwin Building) from duty. The CAT will advise the District Commander on the recommended timing to release non-emergency personnel. The SAT will monitor the status of evacuations, traffic conditions, weather statements, and local evacuation announcements.

b. **DIVISIONS AND OFFICES.** Each employee is responsible before release from normal duty for securing their workstation first and securing unoccupied workstations only at the direction of their immediate supervisor. Immediate supervisors will ensure that all workstations are secure.

(1) Secure workstations and office spaces.

(2) Move essential files and data to an enclosed, interior room. If relocation from the building is required, coordinate with EOC (CAT IM) before leaving the building.

(3) Move furniture (if possible) away from windows to interior offices and conference rooms.



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(4) Unplug all electrical equipment and appliances (personal computers, copiers, phones, faxes, TVs, coffee makers, and refrigerators). Refrigerators will be completely emptied before unplugging.

(5) Cover all IT and electronic equipment with waterproof sheeting. Secure sheeting to protect from wind.

(6) Lock cabinets, drawers, leave keys in lock.

(7) Clear all unsecured documents, books, files, equipment from work surfaces, cabinet tops, etc.

c. AREA AND PROJECT OFFICES (ALL FIELD OFFICES).

(1) Relocate vehicles and launches to pre-designated shelters. Masters will ensure vessel is moored securely and survey equipment removed before leaving.

(2) Ensure all fuel tanks are tied down, fuel hoses drained, and valves locked.

(3) Conduct final inspection of grounds and facilities. Secure all potentially wind-blown or buoyant items.

(4) Complete preparations to secure workstations and office space.

(5) Monitor the FM and HF radios during duty hours until office is closed.

(6) Upon release of personnel:

(a) Advise local law enforcement that the office will be unoccupied.

(b) Turn off all utilities at the service entrance.

(c) Report office's closure to EOC.

d. INFORMATION MANAGEMENT OFFICE. In the event of a forecasted landfall affecting District HQ with 95 MPH or greater hurricane winds, relocate District HQ system servers to the Alternate EOC. (Individual servers require two persons to move, and can be relocated in one vehicle such as a van. Relocation of system servers will be coordinated with CAT Logistics.)

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e. LOGISTICS MANAGEMENT OFFICE.

(1) Provide EOC (CAT Logistics) with three radio equipped, four-wheel-drive trucks.

(2) Relocate all non-emergency vehicles to pre-designated shelters.

(3) Be prepared to dispatch all remaining four-wheel-drive vehicles to the EOC (CAT Logistics). Execute upon the release of non-emergency personnel from duty.

(4) Upon the release of non-emergency personnel, provide the keys to all vehicles to the EOC (CAT Logistics).

(5) Confirm hotel reservations (guarantee if necessary) for CAT, etc.

f. SECURITY AND LAW ENFORCEMENT. Verify prior coordination to ensure that District employees may return to Galveston Island after the hurricane has passed.

g. CAT.

(1) Deploy mission support teams to the Alternate EOC.

(2) Conduct hourly FM and HF-SSB radio checks with all field offices, SWD, State of Texas EOC, and local government EOCs.

(3) Prepare to relocate to the Alternate EOC within 4 hours of notice. Personnel should report to duty with a 7-day supply of personal articles, including: clothing (jeans), toiletries, medicines, and extra eyeglasses.

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ANNEX A (READINESS SYSTEM) TO HURRICANE PLAN

**REDCON 1 – “RELOCATION”**

1. **EXPLANATION OF TERMS.** A condition requiring the relocation of the District HQ command and control element and execution elements. The EOC will be abandoned, and the Alternate EOC activated. On attainment of “RELOCATION”, the Alternate CAT has assumed command and control of emergency operations (forecast landfall at 95 MPH or greater hurricane winds).

2. **SITUATION.** A strong (forecast landfall at 95 MPH or greater hurricane winds) hurricane is threatening the District HQ. Hurricane conditions are imminent in the Galveston area within 12 to 24 hours. All non-emergency personnel working in the Jadwin Building have been released from duty to evacuate or shelter-in-place. District operations in the vicinity of landfall are suspended. The Alternate EOC is fully staffed and ready to assume command and control.

3. **ACTION LIST.**

a. **DISTRICT COMMANDER.** Order execution of REDCON 1 - "RELOCATION".

b. **JADWIN BUILDING FACILITY MANAGER.**

(1) Turn off main power switch on each floor. Ensure emergency generator is secured and turned off.

(2) Turn off natural gas servicing generator, water heater, and boilers.

(3) Ensure water service remains on. Ensure fire suppression system remains active.

(4) Secure the Jadwin Building and Fort Point compound. Main gate will be secured in the open position.

c. **SECURITY AND LAW ENFORCEMENT MANAGER.**

(1) Notify US Coast Guard Base Galveston, US Marshal, and the Galveston Police Department that the Jadwin Building will be unoccupied.

(2) Release contract security guard force from duty (after building is secured). Ensure that the security guards turn over keys to Jadwin building facility manager staff prior to departure.

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d. CAT.

(1) Notify SWD, HQUSACE, and all deployed liaisons of relocation.

(2) Notify FEMA, State EOC, affected DDCs, counties, and cities of the relocation.

(3) Relinquish command and control to the Alternate EOC.

(4) Deploy CAT, CMT with the CDR to the Alternate EOC.

e. Alternate EOC.

(1) Assume command and control functions of the EOC.

(2) Report operational status to SWD.

ANNEX A (READINESS SYSTEM) TO HURRICANE PLAN

\_\_\_\_\_ DIVISION/OFFICE  
**ORGANIZATIONAL HURRICANE ACTION PLAN**

**AT THE BEGINNING OF HURRICANE SEASON (1 JUN):**

- Ensure all computers have an up-to-date back-up.
- Review and update Notification Plans or Lists. Furnish copy to EM
- Review and update this Plan. Furnish copy to EM.
- Review and update Workstation Hurricane Action Plans. Furnish copy to EM.
- Review and update Personal Hurricane Evacuation Plans. Furnish copy to EM.
- Review and update Duplicate Emergency Files Plan. Furnish copy to IM.

**WHEN A HURRICANE WATCH IS ISSUED (REDCON 3):**

- Consolidate computer backups and requests for essential file storage.

\_\_\_\_\_ is responsible for coordinating protection of backups and essential files with the Information Management Office.

\_\_\_\_\_ is responsible for identifying supplies needed for common areas.

\_\_\_\_\_ is responsible for consolidating supply requests, acquiring supplies (from/through Logistics), and distributing supplies to individuals.

**WHEN A HURRICANE WARNING CONDITION IS ISSUED (REDCON 2):**

\_\_\_\_\_ is responsible for the movement of equipment into secure areas and securing all small items, files, books, etc. in common areas (put in boxes, cabinets, drawers, etc).

\_\_\_\_\_ physically inspects all workstations and common areas to ensure that:

- ☐ Computers are secure.
- ☐ Cabinets and drawers are locked with keys in locks.
- ☐ All electronic equipment is unplugged.
- ☐ All small items, files, books, etc. are secured.

- Ensure Workstation Hurricane Action Plans are executed and copies sent to EOC.
- Supervisors review reconstitution plan, Personal Hurricane Evacuation Plans with employees.

\_\_\_\_\_ is responsible for monitoring and reporting the status of ACTION PLAN (workstation, organization, personal) execution and provides hard copies to the EOC when complete.

**UPON THE RELEASE OF NON-EMERGENCY PERSONNEL:**

- Ensure office areas are secure (doors to private offices, conference rooms, etc, closed).
- Submit copies of Personal Hurricane Evacuation Plans to the EOC before personnel are released.

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ANNEX A (READINESS SYSTEM) TO HURRICANE PLAN**HURRICANE WORKSTATION ACTION PLAN**

Workstation \_\_\_\_\_

**PURPOSE:** Document hurricane preparedness actions for individual workstations.**MISSION:** Minimize damage from a window failure and speed up restoration and recovery.**EXECUTION:** Fill in BLANKS and Part A during "Seasonal Alert". Execute Parts B and C on order of supervisor or Emergency Manager. Initial each BOX as each item is completed.**PART A – SEASONAL ALERT – Perform within 30 days before June 1:**☐

1. Conduct general cleanup of workstation.

☐

2. Backup computer. Backup located (where) \_\_\_\_\_.

☐

3. Post this PLAN in a visible spot within the workstation.

**PART B – WATCH – Hurricane conditions possible, begin preparations:**☐

1. Prepare to move all items that may be wind blown to cabinets, files, boxes.

☐

2. Identify mission-essential files, documents, etc., for special storage or protection.

☐

3. Perform incremental backup of computer. Label each disc/tape/cd with name, office & workstation number. Give to \_\_\_\_\_. (DO NOT TAKE HOME.)

☐

4. PREPARE to secure workstation. Get following supplies:

\_\_\_\_\_ Sq Ft of plastic sheeting for \_\_\_\_\_.

\_\_\_\_\_ (number) Storage Boxes.

\_\_\_\_\_ Other Supplies, List: \_\_\_\_\_.

☐

5. Other: \_\_\_\_\_.

**PART C – WARNING – Hurricane conditions imminent, secure workstation:**☐

1. Secure materials that could be blown around by wind. Relocate these materials to \_\_\_\_\_ if mission-essential.

☐

2. Protect computer by (place check by required action):

\_\_\_\_\_ Covering securely with plastic and tape.

\_\_\_\_\_ Moving to room \_\_\_\_\_.

☐

3. Unplug all electrical equipment.

☐

4. Lock all drawers & cabinets – leave keys in locks.

☐

5. Other: \_\_\_\_\_.

\_\_\_\_\_  
Printed Name\_\_\_\_\_  
Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Supervisor Initial



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ANNEX A (READINESS SYSTEM) TO HURRICANE PLANPERSONAL HURRICANE/EVACUATION PLAN

Name: \_\_\_\_\_

Office: \_\_\_\_\_

MY SITUATION.

- \_\_\_ I live in a mobile home in a coastal county (Galveston, Brazoria, Chambers, etc).
- \_\_\_ I live in a low-lying coastal location, (West Galveston, Bolivar, or Freeport, etc) evacuation is possible during a **TROPICAL STORM** (winds of 39 to 73 mph).
- \_\_\_ I live in an area that may be damaged by storm surge or high winds; evacuation is possible during a **MINOR HURRICANE** (winds below 110 mph).
- \_\_\_ I live in an area that may be damaged by storm surge or high winds, evacuation is possible during a **MAJOR HURRICANE** (winds above 111 mph).
- \_\_\_ I live in an area where evacuation is not likely to be recommended.

MY PLAN.WHEN A TROPICAL STORM THREATENS:

Check one	___ I <b>DO</b> plan to use leave to make preparations. ___ I <b>DO NOT</b> plan to use leave to make preparations.
Check one	___ I plan to evacuate <b>BEFORE</b> evacuation is recommended by local officials. ___ I plan to evacuate <b>AFTER</b> evacuation is recommended by local officials. ___ I <b>DO NOT</b> Plan to evacuate.

WHEN A MINOR HURRICANE THREATENS:

Check one	___ I <b>DO</b> plan to use leave to make preparations. ___ I <b>DO NOT</b> plan to use leave to make preparations.
Check one	___ I plan to evacuate <b>BEFORE</b> evacuation is recommended by local officials. ___ I plan to evacuate <b>AFTER</b> evacuation is recommended by local officials. ___ I <b>DO NOT</b> Plan to evacuate.

WHEN A MAJOR HURRICANE THREATENS:

Check one	___ I <b>DO</b> plan to use leave to make preparations. ___ I <b>DO NOT</b> plan to use leave to make preparations.
Check one	___ I plan to evacuate <b>BEFORE</b> evacuation is recommended by local officials. ___ I plan to evacuate <b>AFTER</b> evacuation is recommended by local officials. ___ I <b>DO NOT</b> Plan to evacuate.

I PLAN FOR MY PRIMARY EVACUATION ROUTE TO BE \_\_\_\_\_

AND MY ALTERNATE ROUTE TO BE \_\_\_\_\_

HOW TO CONTACT ME.

If I stay at home, I can be contacted at (address) \_\_\_\_\_ Phone( ) \_\_\_\_\_.

If I evacuate, I can be contacted at a \_\_\_\_\_ (relative, friend, hotel, shelter, etc) whose address is \_\_\_\_\_, and phone number is ( ) \_\_\_\_\_.

**My family contact (out-of-state relative or friend) who will know where I am at:**

Family contact (name) \_\_\_\_\_

Day phone ( ) \_\_\_\_\_ Evening phone ( ) \_\_\_\_\_

\*\*\*\*Update PLAN as necessary during hurricane season.

ANNEX A (READINESS SYSTEM) TO HURRICANE PLAN

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ANNEX B (HURRICANE RESPONSE ORGANIZATION) TO HURRICANE PLAN

1. **MISSION.** Provide reorganization of District elements to dedicate optimum response to hurricane disaster.

2. **ORGANIZATION.**

a. GENERAL.

(1) The District elements involved in emergency operations will be reorganized into the Crisis Action Team (CAT) format shown in this annex. The CAT staffs the Emergency Operations Center and executes the emergency missions.

(2) A Crisis Management Team (CMT) will consist of the Division and Office Chiefs and will act in an advisory capacity to the Commander.

(3) Positions designated for emergency operations assignments will be filled by individuals selected from existing organizations within the District unless they are unavailable due to personal hardships or the area of expertise is not represented.

(4) Personnel designated for emergency operations assignments will receive a general orientation on emergency operations and hurricane awareness training and be prepared to receive intensive training on short notice.

b. TDY ASSISTANCE.

(1) The District's in-house capability to provide disaster assistance may be significantly degraded by a lack of available personnel. Personnel impacts may be significant due to personal hardships as a result of a hurricane. The CAT Logistics Lead, in coordination with and acting through the EOC, will request TDY assistance to fill these positions in the task organization. Requests will be forwarded to SWD. (See ANNEX J (LOGISTICS) for TDY Deployment Procedures)

(2) Positions in the task organization specifically designated to SWF and SWT personnel will be coordinated in advance with the appropriate District. Requests to deploy the pre-designated personnel may be forwarded directly to the deploying District, with coordination to SWD.

3. **EXECUTION.**

a. The District Commander directs activation of emergency operations.

(1) Duty Hours. The Emergency Manager (EM) issues district-wide notification via E-MAIL to "Distribution F" sent with high importance, and telephone

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ANNEX B (HURRICANE RESPONSE ORGANIZATION) TO HURRICANE PLAN

notification to Chief, CAT and CAT Leads. The Chief, CAT initiates CAT operations on a 24-hour basis by directing the Planning Lead to mobilize the Situation Assessment Team (SAT) shift 1 (shift schedule maintained in EOC).

(2) Non-Duty Hours. The EM contacts the Chief, CAT telephonically. The Chief, CAT initiates CAT operations on a 24-hour basis by directing the Planning Lead to mobilize the appropriate Situation Assessment Team (SAT) shift. (Shift schedule maintained in EOC).

b. The CAT is directly responsible to the District Commander. The CAT notifies/recalls personnel, dispatches personnel and equipment to disaster area, coordinates supplies, allocates resources, collects data, provides analysis of situations, accepts requests for assistance and mission assignments, disseminates tasking directives, and exercises management and control of emergency operations.

c. CAT receives mission requirements, determines priorities, and sets suspense for emergency operations.

d. CAT monitors the District's operational status and weather situation, establishes and maintains contact with State and local emergency authorities, briefs CMT and the Commander. CAT assembles situation reports using District staff input, forwards to SWD.

e. CMT provides advice, information, and expertise for the functions represented. At the request of the CAT Chief, the CMT provides resources to support emergency operations.

f. District Commander deactivates EOC upon mission completion.

ANNEX B (HURRICANE RESPONSE ORGANIZATION) TO HURRICANE PLAN

**CRISIS MANAGEMENT TEAM (CMT)**

**1. MISSION.**

- a. Advisor to the District Commander providing advice, information, and expertise for each function represented.
- b. Provide resources from within their functional elements for emergency operations.
- c. Manage their functional element's non-emergency work during the emergency.

**2. ORGANIZATION.**

- a. The CMT is made up of the actual, (or acting, if actual is not available), division and office chiefs of the following offices:

- (1) Programs and Project Management
- (2) Planning, Environmental, & Regulatory
- (3) Engineering & Construction
- (4) Operations
- (5) Real Estate
- (6) Resource Management
- (7) Information Management
- (8) Logistics Management
- (9) Internal Review
- (10) Counsel
- (11) Safety & Occupational Health
- (12) Public Affairs
- (13) Contracting

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(14) Equal Employment Office

b. Each CMT member is responsible for maintaining a current non-duty phone number and address in the Emergency Management Office (EMO) for emergency notifications.

3. **EXECUTION.**

a. CMT will:

(1) Office Chiefs will receive an orientation and should be thoroughly familiar with the functional authorities, procedures, and actions required to support emergency operations.

(2) Maintain a detailed knowledge of the current emergency situation and potential future activities.

b. **CONCEPT OF OPERATION.**

(1) Upon the activation of the EOC, the Chief, CAT notifies each CMT representative and organizes an initial briefing on the situation. A briefing schedule is developed as required by the situation.

(2) CMT will make available pre-selected resources for initiation of emergency operations upon request from the CAT. **CAT requests will take precedence over normal operations.** CMT will be required to shift resources from routine work to the emergency operations.

(3) As missions are identified, CMT will provide additional resources, including specific personnel requested by the CAT. Non-availability of requested personnel or equipment must be justified to Chief, CAT.

(4) Relocate to the Alternate EOC along with the CAT if conditions require.

c. **COORDINATING INSTRUCTIONS.** The District Commander will resolve resource conflicts.

ANNEX B (HURRICANE RESPONSE ORGANIZATION) TO HURRICANE PLAN

**CRISIS ACTION TEAM (CAT)**

1. **MISSION.** Provide centralized control and coordination of all elements and operations involved with hurricane disaster response.

2. **ORGANIZATION.**

a. The CAT will be organized in accordance with the chart at the end of this section. Personnel in the designated position pools will also be considered for the Alternate CAT. It is not anticipated that a second shift would be required for the Alternate CAT as it is normally only in place while the primary CAT, (both shifts), relocate to the alternate EOC. However, if an emergency condition exists, (or is anticipated to exist), that would require a second shift of the Alternate CAT, the available pool personnel would provide the second shift for manning the alternate CAT in 12-hour shifts.

b. The CAT will be under the direction of a designated chief. Management and control of emergency operations will be accomplished through “Designated Leads” having overall responsibility for each area as follows:

- (1) Planning
- (2) Field Operations
- (3) Information Management
- (4) Logistics
- (5) Finance and Administration

c. The Chief, CAT and lead members will be assigned by the CDR through recommendations from the Division and Office Chiefs. If a Division or Office Chief is assigned to the CAT team, an Acting Chief will be designated to manage the functional element not included in the emergency operations. The designated CAT member’s sole function during emergency operations shall be to execute the assigned missions until the emergency is concluded or as otherwise directed by the District Commander. Each CAT member will be responsible for maintaining a current non-duty phone number and address in the EMO for emergency notification.

d. Assistant Leads may be assigned as the scope of the mission is determined.



ANNEX B (HURRICANE RESPONSE ORGANIZATION) TO HURRICANE PLAN

**3. EXECUTION.**

a. **CONCEPT OF OPERATIONS.** The CAT is directly responsible to the District Commander and staffs the EOC. The CAT is responsible for execution of all internal District emergency operations and execution of FEMA missions until an ERRO is established. Once established, the ERRO will execute all FEMA missions, although the Galveston District will continue to provide personnel support. The CAT will continue to be responsible for District internal emergency operations. The CAT notifies/recalls personnel, dispatches personnel and equipment to disaster area, coordinates supplies, allocates resources, collects data, provides analysis of situations, accepts requests for assistance and mission assignments, disseminates tasking directives, and exercises management and control of emergency operations. The CAT will continue to be active as long as the Galveston District has internal emergency operations to complete and the ERRO requires support.

(1) Upon Activation of the EOC, the Chief, CAT notifies each Designated Lead and organizes an initial briefing on the situation. A briefing schedule is developed as required by the situation.

(2) The Chief, CAT issues directives for support, resources, and requests for information from District elements, as mission requirements are determined.

(3) The CAT determines mission requirements, determines the type of personnel required based on extent and complexity of the mission, tasks the CMT to provide designated personnel, and activates the required teams.

(4) Designated Lead members manage assigned missions through mission managers as required.

(5) Ensure the ERRO has the ability to perform construction contract administration, supervision and inspection, modifications, and to initiate payment vouchers for work completed.

**b. RESPONSIBILITIES:**

**(1) CAT Chief.**

(a) Direct coordination and integration of emergency operations.

(b) Management of day-to-day emergency operations missions.

ANNEX B (HURRICANE RESPONSE ORGANIZATION) TO HURRICANE PLAN

Officer (c) Notify public of USACE conditions/operations through Public Affairs

(d) Coordination with CMT.

(e) Execute annual exercise at the direction of the CDR.

**(2) Field Operations Lead.**

(a) Management of field activities.

Flood Fighting Mission (See ANNEX C)

Reconstitution Mission (See ANNEX D)

Navigation Mission (See ANNEX E)

Federal Response Plan Mission (See ANNEX F)

Rehabilitation Mission (See ANNEX G)

Regulatory Mission (See ANNEX H)

(b) Coordination with Chief, CAT.

**(3) Planning Lead.**

(a) Manage:

Overall Mission Planning.

Intelligence

Upward Reporting

Situation Assessment Team

Reconnaissance Assessment Team

Liaison Officers

(b) Coordination with Chief, CAT.

**(4) Information Management Lead.**

(a) Manage:

Communications

Automation Tools

(b) Coordination with Chief, CAT.

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**(5) Logistics Lead.**

- (a) Manage:
  - Lodging
  - Transportation
  - Office space
  - Equipment
  - Personnel (TDY)

- (b) Coordination with Chief, CAT

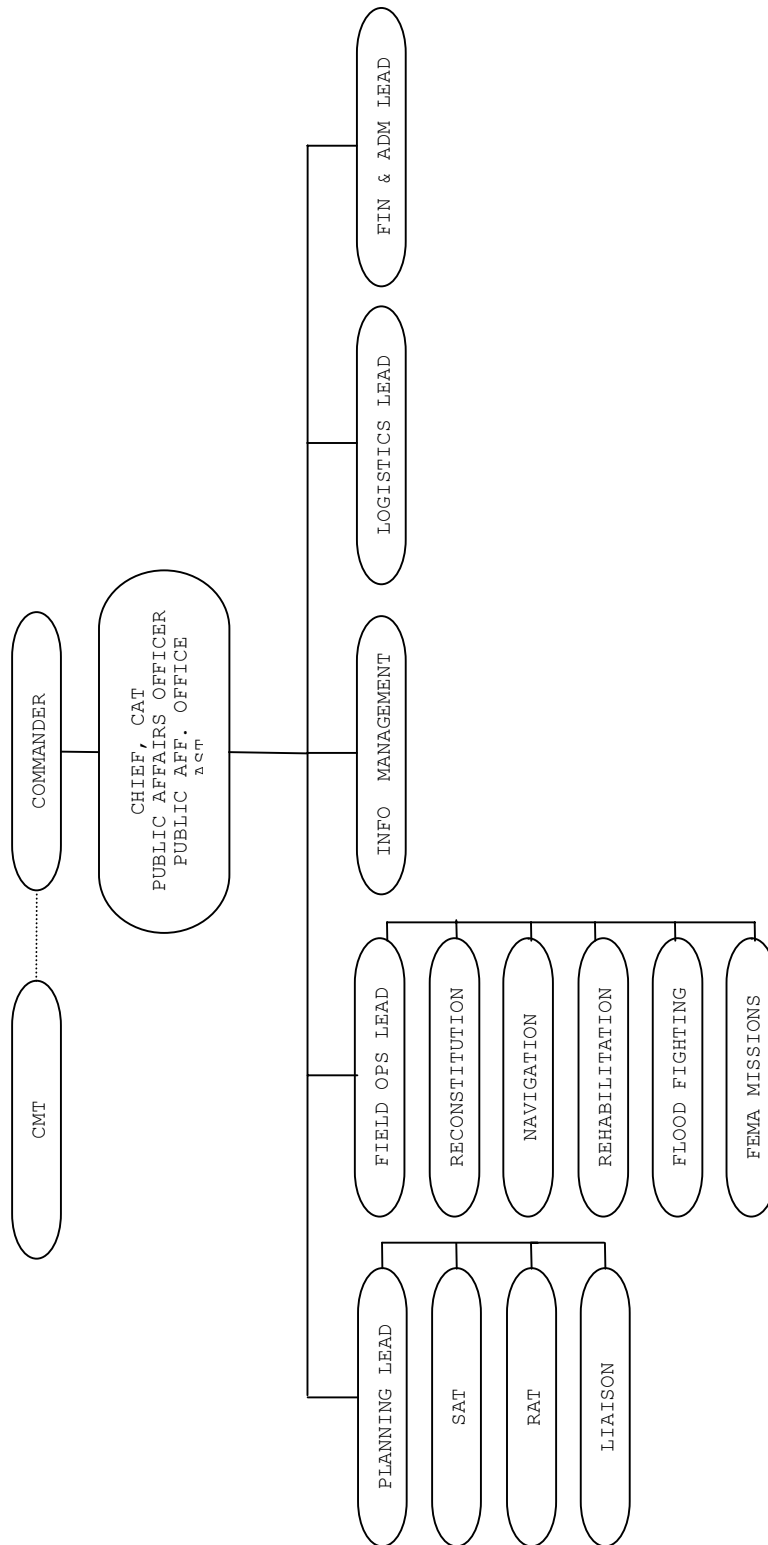
**(6) Finance and Administration Lead.**

- (a) Manage all financial resources employed in the emergency operation:
  - Time and Attendance
  - Customer Orders (MIPRS)
  - Monitor financial accounts
  - Establish and maintain CEFMS Work Items
  - Create and track Purchase Requests (PR&C)

- (b) Coordination with Chief, CAT.

ANNEX B (HURRICANE RESPONSE ORGANIZATION) TO HURRICANE PLAN

CRISIS ACTION TEAM



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**ALTERNATE CRISIS ACTION TEAM**

1. **MISSION.** Provide continuity of operations of the Galveston District in the event of a storm event affecting the District Headquarters Building.

2. **ORGANIZATION.** The Alternate CAT is a mirror of the CAT organization. Advance personnel should include the Deputy Commander, ACAT Chief, Field Operations Lead, Planning Lead, Logistics Lead, Information Management Lead, Finance and Administration Lead, Contracting Officer, PAO, and two Action Officers (Addicks Staff).

3. **EXECUTION.**

a. **CONCEPT OF OPERATIONS.** The Alternate CAT assumes command and control of all District emergency operations when REDCON 1 -"RELOCATION" has been declared and the District HQ CAT and CMT staffs are required to relocate. The Alternate CAT staffs the relocated EOC and will remain in control until District HQ CAT and CMT are relocated at the Alternate EOC. Upon deployment of the Alternate CAT, FEMA missions will be tasked to the Fort Worth District. The CAT Finance and Administration Lead at the Alternate CAT will decide on the method of CEFMS input (by Galveston or Fort Worth staff) and coordinate with the ESF #3.

b. **RESPONSIBILITIES.** The Alternate CAT will assume the responsibilities of the CAT.

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ANNEX B (HURRICANE RESPONSE ORGANIZATION) TO HURRICANE PLAN**SITUATION ASSESSMENT TEAM (SAT)**

1. **MISSION.** Provide decision makers with real time information and coordination.
2. **ORGANIZATION.** The SAT is under the direction of the CAT Planning Lead. The SAT team will be composed of District office personnel. The SAT team Alpha shift shall respond to the initial activation of the SAT team regardless of time of day, or, day of the week. Team members will be selected in advance of hurricane season and will be trained in their responsibilities and procedures. Each SAT member will be responsible for maintaining a current non-duty phone number and address in the EMO for emergency notification.

## Team

POSITION DESCRIPTION	UNIT REQUIREMENT	
	HURRICANE CATEGORY 1-2	HURRICANE CATEGORY 3-4-5
Duty Chief	1/1*	1/1*
Action Officer (Reports)	1/0*	1/1*
Action Officer	2/0*	4/1*
EOC Specialist	1/1*	2/1*
Radio Operator	1/0*	2/1*
GIS Operator	**	**
Office Assistant	1/1*	1/1*
SAT TOTAL	7/3*	11/6*
*Night/Bravo Shift		
** On Call		

Duty Chief - Responsible for overall operation of the Situation Assessment Team.

Action Officer (Reports) - Responsible for preparation of situation report and making contacts/coordination. Assistant Duty Chief.

Action Officer - Responsible for monitoring the situation.

EOC Specialist - Maintains message log, time and attendance, funding data, and visual displays.

Radio Operator - Responsible for radio equipment.

GIS Operator - Responsible for GIS imaging.

Office Assistant – Responsible for access control to EOC.

3. **EXECUTION.**

- a. **CONCEPT OF OPERATIONS.** The SAT staffs the EOC. The SAT monitors the District's operational status and weather situation, establishes and maintains contact



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ANNEX B (HURRICANE RESPONSE ORGANIZATION) TO HURRICANE PLAN

with State and local emergency authorities, and briefs the CAT and CMT. Assembles situation reports using District staff input and forwards to SWD.

b. RESPONSIBILITIES

- (1) Establish and maintain a communications/message log.
- (2) Monitor the situation. Track the hurricane.
- (3) Establish and maintain contact with State and Federal disaster assistance officials. Receive reports from liaison personnel after deployment.
- (4) Consolidate and prepare Situation Reports (SITREPs).
- (5) Collect information, analyze data, and maintain visual displays of missions, action items, and impacted areas.
- (6) Brief the CAT and CMT.
- (7) Responsible for dissemination of Information within the organization and upward reporting.

ANNEX B (HURRICANE RESPONSE ORGANIZATION) TO HURRICANE PLAN**RECONNAISSANCE ASSESSMENT TEAM (RAT)**

1. **MISSION.** Provide direct "eyes on" assessments and advance reconnaissance information to the CMT and CAT.
2. **ORGANIZATION.** The RAT will be under the direction of the CAT Planning Lead. Area office personnel should be considered in the RAT team pool to provide familiarity with areas potentially affected. It is anticipated that up to six teams may be required depending on the severity of the storm. Three teams will be activated initially, while the other teams are on standby. Each team will be composed of two people, one of whom should be an engineer. Team members will be selected in advance of hurricane season and will be trained in their responsibilities and procedures. Pre-designated equipment and supplies should be ready for immediate deployment upon activation of the teams. Boxes of pre-designated equipment and supplies will be stored in the EMO. One team designate shall be selected as team leader to oversee SOP updates and ensure that all potential team members are ready in advance of activation. Each RAT member will be responsible for maintaining a current non-duty phone number and address in the EMO for emergency notification.

3. **EXECUTION.**

- a. **CONCEPT OF OPERATIONS.** The teams will be transient in nature constituted to provide advance information for initial mission planning. The teams will be deployed to the field in advance of anticipated landfall or as soon after landfall as practical. Team members shall be required to complete personal storm preparations in advance of team activation. Team members should report for duty with a 3-day supply of personal articles, including clothing (jeans), toiletries, medicines, and extra eyeglasses.

- (1) Preliminary overview - An aerial survey will be accomplished as soon as practical after cessation of storm conditions. The objective of the survey will be to identify channel closures, sunken craft, debris, levee breaches, damage to navigation features and navigation aids, damage to Federal projects and non-Federal facilities and infrastructure. A navigation mission team member shall participate in the aerial survey.

- (2) Using the aerial survey as a guide, the RAT teams will then move into the affected area at the direction of the CAT Planning Lead to gather more detailed information as expeditiously as possible.

- (3) The teams will gather available media information, seek out local authorities to determine requirements for water, power, ice, debris, channel closures, inspect completed Federal projects, and damage to non-Federal facilities, etc. as directed by the CAT Planning Lead.

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ANNEX B (HURRICANE RESPONSE ORGANIZATION) TO HURRICANE PLAN

b. RESPONSIBILITIES

(1) Gather preliminary information for assessment of potential missions.

(2) Provide field reconnaissance assessment to the SAT and CAT Planning Lead. Teams will communicate with CAT at least daily or more often as required.

(3) CAT Logistics will provide helicopter for overview flight. Arrangements will be made from one of the following in prioritized order, U.S. Army, National Guard, U.S. Coast Guard, or MTMC-approved commercial vendor.

(4) CAT Field Operations Lead will designate Navigation Team member to participate in the aerial survey.

Team Equipment List

Item	Quantity
Camera, digital **	1
Camera, disposable	1
Cellular Phone **	1
Map set, County Road	1
Flashlight	2
Snake bite kit	1
Medical kit	1
Insect repellent	2
Sun screen	2
Red COE shirt	6
COE Cap	2
Tape measure	1
Water container	1
Magnetic sign	1
Pencils, paper, pens, etc.	

\*\*Equipment to be provided upon activation of team.

ANNEX B (HURRICANE RESPONSE ORGANIZATION) TO HURRICANE PLAN**LIAISON OFFICERS (LNO)**

1. **MISSION.** Provide continuous coordination and on-site presence with other agencies and local authorities for the collection and dissemination of disaster information.

2. **ORGANIZATION.** The Liaison Officers (LNO) will be selected in advance of hurricane season and thoroughly trained in their responsibilities and procedures. All Liaison Officers will be responsible for maintaining a current non-duty phone number and address in the EMO for emergency notification.

3. **EXECUTION.**

a. **CONCEPT OF OPERATIONS.** Liaison Officers will be deployed by the CAT during (REDCON -3 "WATCH") to major population centers or State command and control centers as determined by Chief, CAT. The Liaison Officer will provide policy guidance and public relations actions to the agencies to which deployed. Team members shall be required to complete personal storm preparations in advance of team activation. An LNO should report for duty with a three-day supply of personal articles, including clothing (jeans), toiletries, medicines, and extra eyeglasses. It is not anticipated that a liaison positions will be manned 24 hours a day. However, if it becomes necessary to man any or all of these positions 24 hours a day, a second LNO will be deployed and a 12-hour shift schedule will be established.

b. **RESPONSIBILITIES.**

- (1) Advise on USACE emergency policies and procedures.
- (2) Provide on-site coordination with State and local EOC.
- (3) Serve as a conduit for information both to and from the District.
- (4) Enhance coordination with State and local authorities as disaster assistance is requested and furnished.
- (5) Keep EOC and Planning Lead apprised on actions.

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ANNEX B (HURRICANE RESPONSE ORGANIZATION) TO HURRICANE PLAN

LIAISON OFFICER	
Position	
State EOC	
DPS Region	
DPS Region	
DPS Region	
County Harris (Transtar)	
County (Galveston)	
County (Jefferson)	
County (Brazoria)	
County (Matagorda)	
County (Nueces)	
County (Cameron)	

ANNEX B (HURRICANE RESPONSE ORGANIZATION) TO HURRICANE PLAN**COORDINATING AGENCIES**

**FEDERAL AND STATE AGENCIES** - The following paragraphs identify Federal and state agencies and their general roles and capabilities to be used in coordination with the District should a hurricane occur within the District's boundaries.

**1. DEPARTMENT OF DEFENSE AGENCIES.**

a. FIFTH U. S. ARMY (5<sup>th</sup> CONUSA). Coordinates and exercises operational control of Federal military forces and resources committed to disaster relief operations within their geographical area of responsibility (includes all of Texas). Supports FEMA in the execution of its disaster response and recovery mission. Serves as the District's regional contact for military resources support of emergency operations.

b. DIRECTORATE OF MILITARY SUPPORT (DOMS). DOMS is the contact for national-level military resources support to emergency operations.

**2. OTHER FEDERAL AGENCIES.**

a. FEDERAL EMERGENCY MANAGEMENT AGENCY. FEMA establishes Federal policies for and coordinates all civil defense and civilian emergency planning, management, mitigation, and assistance functions of executive agencies and allocates resources to competing Federal agencies. FEMA will establish a Federal Disaster Field Office (Federal DFO) in each state within the affected area. Supplemental FEMA offices may be established depending on the severity and extent of the disaster.

b. DEPARTMENT OF AGRICULTURE

(1) Forest Service. Provides engineering and contracting/procurement personnel and equipment to assist in emergency debris clearance, demolition, repair of roads and bridges, temporary repair of public facilities, and water supply.

(2) Soil Conservation Service (SCS). Provides technical personnel to evaluate damage to water control facilities.

c. ENVIRONMENTAL PROTECTION AGENCY

(1) Assists in determining the suitability of water resources for human consumption and identifying potential hazardous materials impacting drinking water supplies.

(2) Assists in locating disposal sites for debris clearance activities.

ANNEX B (HURRICANE RESPONSE ORGANIZATION) TO HURRICANE PLAN

(3) Can identify areas affected by hazardous material spills and provide safety guidance for entry into the areas. Oversees protection and remediation of areas affected by hazardous materials.

d. GENERAL SERVICES ADMINISTRATION

(1) Can provide engineering and contracting/procurement personnel for debris clearance, demolition, repair of public works, and water supply. The Public Building Service is the contact for this type of support.

(2) Can provide logistical support (supplies, vehicle, and equipment).

(3) Can assist in locating construction resources not available in the disaster area.

3. **STATE AGENCIES.**

a. TEXAS DEPARTMENT OF PUBLIC SAFETY, DIVISION OF EMERGENCY MANAGEMENT (DEM). This agency is responsible for plans and preparation for civil disasters, conduct of all operations to mitigate loss of life, human suffering and damage or destruction of real property. The DEM coordinates the disaster response operation of all state government departments and agencies assigned emergency responsibilities.

b. TEXAS DEPARTMENT OF TRANSPORTATION (TXDOT). The TXDOT is the primary state agency responsible for managing construction tasks during an emergency situation. The TXDOT is responsible for the state highway system, (including maintenance of Federal Highways), in Texas. In a hurricane emergency, TXDOT would conduct a damage assessment of highways and airports to determine maintenance and debris clearance requirements. The TXDOT maintains a large supply of signs and traffic control devices, construction materials, and maintenance equipment. TXDOT is the point of contact for the GIWW.

ANNEX C (FLOOD FIGHT MISSION) TO HURRICANE PLAN

1. **MISSION.** Supplement state and local government flood-fight capabilities. Includes emergency assessment of impacts, technical assistance to mitigate damages, providing supplies (sandbags, rock, gravel, pumps), and emergency contracting to raise/strengthen levees, clear flood control channels, restore critical services.

2. **ORGANIZATION.** The CAT Field Operations Lead will execute the mission through a subordinate mission manager. The organization supports a baseline capability and will be mobilized through the CMT as the extent and complexity of the mission is determined. Staff augmentation will be requested as specific tasks are developed.

Mission Manager  
Civil Engineer  
Geo-technical Engineer  
Hydraulic Engineer  
Logistics Specialist  
Purchasing Agent  
Contracting Officer  
Administrative Contracting Officer

3. **EXECUTION.**

a. **CONCEPT OF OPERATION.**

(1) All flood fight assistance will be directed by a flood fight mission manager. The mission manager will receive and evaluate the feasibility of all Requests for Assistance. Valid requests will be supported by a Cooperation Agreement prior to providing assistance.

(2) The mission manager will respond to requests for assistance by evaluating the requirement, identifying required resource, and tasking the CMT to provide the required resources. The mission manager will deploy and direct the resources in the field.

(3) Inventories of resources, both in-house stock-piles and that available from vendors, will be maintained. Records of resources dispensed will be maintained. Stockpiles of sandbags are maintained at the Jadwin Building compound and at the Addicks and Barker project office.

(4) Requests for sand, rock, or gravel will be filled by contract purchase order. Delivery will be included if requested. Rock requests may include provisions for placement.



ANNEX C (FLOOD FIGHT MISSION) TO HURRICANE PLAN

(5) Emergency contracting will be accomplished using on-board contractors if possible.

(6) Intelligence will be provided by the SAT and the RAT. Intelligence requirements will be coordinated with the SAT.

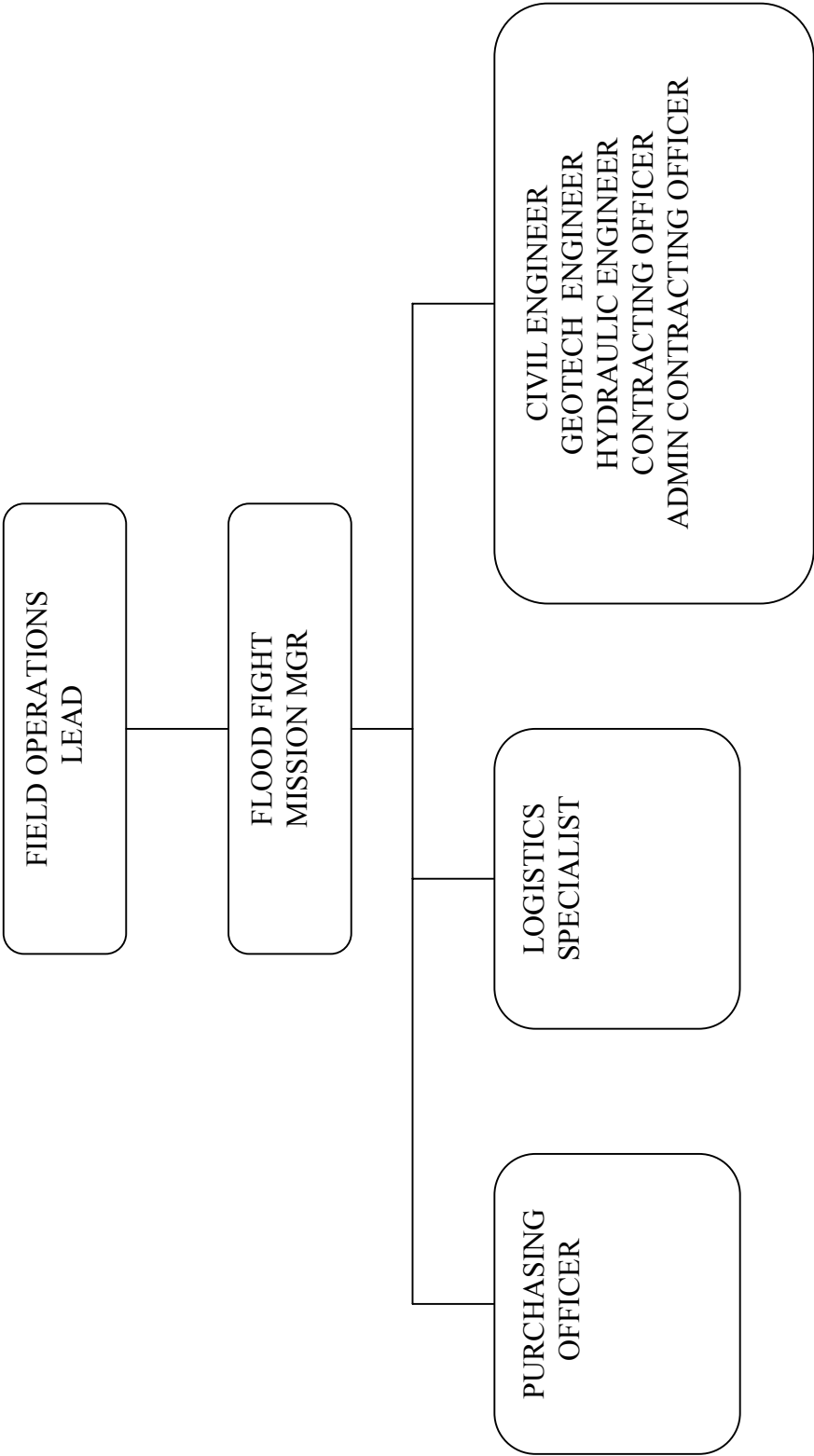
b. RESPONSIBILITIES

(1) CMT will staff organization.

(2) Chief, Logistics Management Office will provide a Logistics Specialist.

ANNEX C (FLOOD FIGHT MISSION) TO HURRICANE PLAN

FLOOD FIGHT MISSION



ANNEX C (FLOOD FIGHT MISSION) TO HURRICANE PLAN

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## ANNEX D (RECONSTITUTION MISSION) TO HURRICANE PLAN

1. **SITUATION.** A hurricane event has occurred within the Galveston District and one or more District facilities may have been damaged. The extent of damage will be estimated until an on-site assessment is conducted. A Category 2 or greater hurricane has the potential to cause significant wind damage to exterior (roof and windows) and interior building systems. A Category 3 and greater hurricane has the potential to produce significant surge flooding to the ground and first floors of District facilities. Further, in addition to direct damage to District facilities, a Category 2 and greater hurricane has the potential to cause significant damage to commercial power and communications services and to public infrastructure (roads, water, and sewer). In each case, the resultant damage or loss of service could render a facility unusable for an extended period. Should District facilities be damaged, immediate assessment and restoration will be essential.

2. **MISSION.** Reconstitute District operations in the event of a hurricane event affecting the Jadwin building or other District field office facilities. Perform damage assessment, provide temporary facilities, and restore damaged District facilities.

3. **ORGANIZATION.** The CAT Field Operations Lead will execute the reconstitution mission through a subordinate mission manager(s). The CAT Lead will request specific personnel from the CMT to be assigned as mission managers as the extent and complexity of the mission is determined. If the District HQ is affected, the Alternate EOC will remain in command and control until operations have been reconstituted at the Jadwin Building or temporary facilities. Maintain hurricane response organization as spelled out in ANNEX B (RESPONSE ORGANIZATION) to the Hurricane Plan.

### 4. **EXECUTION.**

#### a. **CONCEPT OF OPERATIONS.**

##### (1) **Damage Assessment - District Headquarters**

(a) Damage assessment will be carried out in two phases. The first phase will consist of an initial sweep of the building to determine the safety of the structure prior to placing personnel inside the structure to perform a detailed assessment of the damage. A full size set of as-built drawings will be available at the Alternate EOC for use in the damage assessment and facility restoration. Additional half size sets will be available at the Alternate EOC for use by individual team members in the field. Attachment 1 lists the necessary team members, as a minimum, for each phase. Items to be considered during the first phase will be:

- Locate and disconnect any exposed power lines that may be a potential hazard to personnel during the second phase.
- Determine if any areas of the structure are so heavily damaged, that placing personnel in these areas could cause a potential hazard.

ANNEX D (RECONSTITUTION MISSION) TO HURRICANE PLAN

- Locate any utility breaks, such as natural gas, water, sanitary sewer, and telephone, and shut off such utilities as necessary.
- PHASE 1 SURVEY LIST identifies additional items to be considered during the first phase. The first phase should not be conducted until the water level has receded sufficiently to minimize the potential of electrical shock.

(b) The second phase would be a more detailed damage assessment, once the structure was determined safe to allow additional personnel to perform this task. Damage assessment would consist of a detailed accounting of damage, floor by floor and work area locations. Specialized personnel would be necessary to be added to the initial assessment team. Such disciplines as mechanical (HVAC), electrical, and possibly additional structural and telecommunication expertise would be required. The second phase would generate a damage assessment report that would be used by the facility restoration team. PHASE 2 SURVEY LIST lists the various items to be evaluated during the second phase. This list may not be all-inclusive, depending upon the extent of the damage caused by the storm. The damage assessment team will make recommendations as to the suitability of the office for interim use.

(c) If the District HQ is not suitable for interim use, the mission manager will, with the approval of the CAT, initiate acquisition of temporary facilities as required.

(2) Damage Assessment - Other Facilities

(a) Damage assessment will be carried out in two phases for Government owned facilities in the same manner as for the District HQ. A mission manager will be assigned and the damage assessment team will be directed to the affected office. Damage to leased facilities will be reported to CAT Logistics lead. Employees should not be allowed to enter the leased facility until an assessment of safety is made.

(b) Develop plan of action - The mission manager will develop a plan of action to restore the facilities and maintain the continuity of operations after the extent of damage has been determined. The mission manager will recommend to the CAT whether temporary facilities are required based on a determination of the usability of the affected facilities. The CAT will authorize the mission manager to initiate acquisition of temporary facilities.

(3) Restore Facilities - District HQ (Jadwin Building)

(a) The facility restoration team will use the damage assessment report as a reference to begin planning the necessary renovation of the Jadwin Building to place the District back into operation in Galveston. All design work will be accomplished using Fort Worth District personnel. Periodic inspections of the structure may be necessary to determine details necessary for the preparation of plans and specifications.

ANNEX D (RECONSTITUTION MISSION) TO HURRICANE PLAN

(b) The first area of consideration would be to dry in the building. This would require temporary boarding up of the windows and the ordering of replacement glass for the windows that have been blown out. This may also require ordering additional aluminum framing members and the rubber gaskets required to seal the windows. This glass is a specialty glass because of the wind resistance factor and the tint on the windows and will require a long lead-time.

(c) Prepare plans and specifications - Preparation of plans and specifications for restoration of the District HQ will be accomplished by Fort Worth District resources. Prearrangements will be made to provide the engineering resources necessary to prepare the plans and specifications as expeditiously as possible. Fort Worth District will be provided an electronic copy of the Jadwin building as-builts. The mission manager will coordinate design activities, site visits, etc. with the Fort Worth District.

(d) Advertise and award contract - Contracts will be advertised and awarded as expeditiously as possible. Modification to existing contracts will be made to the maximum extent possible. Contract activities to include preparation of bid packages will be accomplished by a contract specialist specifically assigned to this mission.

(e) Construction management - Construction management and contract administration will be accomplished by personnel from the area offices specifically assigned to this mission.

(f) Reconstitute infrastructure - The IM personnel assigned to the mission will coordinate restoration of Information Technology infrastructure.

(4) Restore Facilities - Other Facilities

(a) The facility restoration team will use the damage assessment report as a reference to begin planning the necessary renovation of other facilities. Periodic inspections of the structures may be necessary to determine details necessary for the preparation of plans and specifications. The CAT will set priorities for restoration if more than one facility is affected. Mission managers will set the priorities for their individual missions.

(b) Plans and specifications for restoration of District facilities other than the Jadwin Building will be accomplished by District personnel supported by Fort Worth resources or by A-E contract depending on the engineering expertise required. The decision as to which method of accomplishment to pursue will be made by the mission manager in coordination with the Chief, of Engineering and Construction.

ANNEX D (RECONSTITUTION MISSION) TO HURRICANE PLAN

(c) Advertise and award contract - Contracts will be advertised and awarded as expeditiously as possible. Modification to existing contracts will be made to the maximum extent possible. Contract activities to include preparation of bid packages will be accomplished by a contract specialist specifically assigned to this mission.

(d) Construction management - Construction management and contract administration will be accomplished by personnel from the area offices specifically assigned to this mission.

(e) Reconstitute infrastructure - The IM personnel assigned to the mission will coordinate restoration of Information Technology (IT) infrastructure.

(5) Temporary Facilities.

(a) Identify needs. Space requirements will be coordinated with the CMT if the District HQ is affected, or the appropriate office chief if a field office is affected. Consideration should be given for immediate facilities supported by emergency generators and long term facilities required during an extended reconstruction period.

(b) Search for available space - Upon authorization of the CAT, the mission manager will direct the real estate support assigned to his mission to search for temporary office space once the needs have been identified. To facilitate location of sufficient space a contingency inventory list of facilities and equipment should be maintained and updated each year. The assigned real estate personnel will first coordinate with GSA to see if they have any available space in the surrounding area. Contact will also be made with city and county governments for available space along with a search of the local surrounding economy. Consideration should be given to locating temporary housing, such as mobile buildings on district property adjacent to the Jadwin building, in the event the District HQ is affected.

(c) Obtain temporary space - The real estate support assigned to the mission manager will prepare all necessary documents, which includes, appraisals of office space and the preparation, negotiation, and execution of the lease document with landowner.

(d) Reconstitute infrastructure - The IM personnel assigned to the mission will evaluate impacts to IT infrastructure of the affected facility and determine usability. Develop a plan of action at the request of the mission manager for IT infrastructure reconstitution based on the number of persons affected, the type of temporary facility available, whether the damaged facility will be utilized during repairs, etc. Depending on the situation, the mission will vary from complete replacement of IT infrastructure either by purchase or lease to salvage of existing equipment. Short-term temporary IT facilities may be available from the Corps DTOC or RRV units if available.

ANNEX D (RECONSTITUTION MISSION) TO HURRICANE PLAN

b. RESPONSIBILITIES

(1) Chief, E&C will provide the technical staff for the damage assessment and construction team.

(2) Chief, PER will provide staff to supplement Galveston District personnel as required.

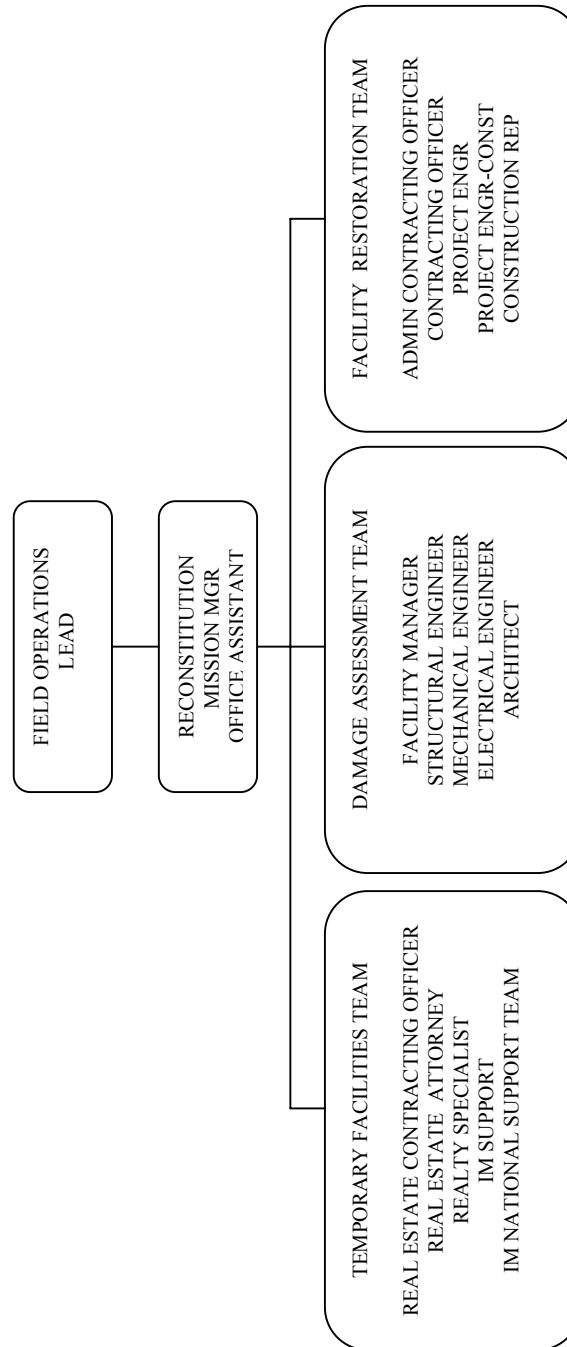
(3) Chief, Real Estate Division will provide contracting officer.

(4) Chief, Contracting Division will provide contracting officer.



ANNEX D (RECONSTITUTION MISSION) TO HURRICANE PLAN

RECONSTITUTION MISSION



ANNEX D (RECONSTITUTION MISSION) TO HURRICANE PLAN

**Phase 1 Survey List**

- Check natural gas line to emergency generator for leaks
- Check underground duct banks and vaults for standing water and siltation
- Check emergency generator for damage – Do not energize
- Check structural columns in parking garage area for damage
- Check fire water standpipe and piping for damage and leaks
- Check exterior structure and foundations for damage or undermining

**If there is no apparent severe structural damage at ground level - proceed**

- Check interior of building for exposed electrical cabling that may cause a hazard
- Check all structural columns for damage
- Check concrete floors and exterior concrete walls for major cracks or separation
- Check for water leakage from broken pipes
- Check for any building material that may be suspended that could become a hazard
- Check roof and concrete parapet walls for major cracks or separation
- Check air handling units on roof for stability

ANNEX D (RECONSTITUTION MISSION) TO HURRICANE PLAN

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ANNEX D (RECONSTITUTION MISSION) TO HURRICANE PLAN

**Phase 2 Survey List**

- Check sanitary sewer lines and lift stations for siltation and operability
- Check radio antenna for structural stability
- Check entrance canopy for structural stability and broken glass panels
- Check exterior stairway and portico on rear of building for structural stability
- Check parking areas for pavement damage
- Check parking area lighting fixtures for structural stability
- Check emergency generator and concrete pad for damage
- Check exterior loading dock for damage
- Check all exterior doors for operability and damage
- Check parking garage surveillance cameras for damage
- Check parking garage ceiling panel fireproofing for damage
- Check lobby area for damage to stairway, glass store front and guard area desk, office and restroom
- Check elevator shaft for water and siltation

**Proceed to each individual floor and inspect for damage**

ANNEX D (RECONSTITUTION MISSION) TO HURRICANE PLAN

- Check exterior windows for damage to panes, aluminum frames and sills and insulated panels below window glass
- Check flooring for damage
- Check ceiling tile
- Check HVAC ductwork, VAV boxes and dampers (both regular and fire dampers)
- Check lighting for damage, including lighting supports
- Check interior walls and doors for damage
- Check modular furniture for functionality
- Check cafeteria equipment for damage
- Check telephone equipment for damage
- Check computer room for damage
- Check roof for damage
- Check privacy screening around air handlers
- Check restroom areas for damage to fixtures and partitions

ANNEX E (NAVIGATION MISSION) TO HURRICANE PLAN

1. **SITUATION.** Hurricanes have the potential to move significant amounts of sediment and debris into Federal navigation channels. In addition, hurricane force winds may cause significant damage to navigation aids and systems effectively halting navigation.
2. **MISSION.** Maintain and/or restore Federal channel navigation capability.
3. **ORGANIZATION.** The CAT Field Operations Lead will execute the mission through subordinate mission manager(s). The organization supports a baseline capability and will be mobilized through the CMT as the extent and complexity of the mission is determined. Staff augmentation will be requested as specific tasks are developed.

Navigation Mission Manager  
Civil Engineer  
Geo-technical Engineer  
Engineering Technician  
Contracting Officer  
Administrative Contracting Officer /Project Engineer  
Survey Crews\*

The base mission staff will be ready to assume duties at the direction of the CAT Filed Operations Lead following landfall. The Navigation Team (less survey crews) will relocate to the alternate EOC in the event the District HQ is affected.

\* Survey crews will not relocate to the alternate EOC.

4. **EXECUTION.**

a. **CONCEPT OF OPERATIONS.**

(1) Restore Channels

(a) Aerial Survey - An aerial survey shall be conducted within 24 hours of landfall in coordination with any RAT aerial surveys. The survey will identify impacts to Federal projects, to include, shoaling, sunken craft, debris, damage to navigation features and navigation aids.

(b) Condition Surveys - Condition surveys and inspection of navigation work to include channels and placement areas will be accomplished as directed by the mission manager. The condition surveys shall commence as soon as possible following landfall. All Area Office survey crews and equipment will be under the direction of the mission manager during emergency operations. The Mission manager will assign priorities for survey work and determine personnel to accomplish mission. In the event that sufficient personnel or equipment are not available, the mission manger shall initiate

ANNEX E (NAVIGATION MISSION) TO HURRICANE PLAN

coordination for requests for assistance from other districts. Coordination with other districts shall be accomplished to assure compatibility of equipment and procedures.

(c) Determine if emergency work is required - Field reconnaissance and condition surveys will establish the extent of channel shoaling. The mission manager will establish the priority of channel restoration activities based on evaluation of volume of commercial activity affected.

(d) Develop scope of work - The mission manager shall develop the scope of work based on evaluation of the critical nature of the areas affected. The objective is to clear the areas where the greatest volume of commercial activity is experienced first. The mission manager will coordinate with Operations Division to develop a programming schedule for dredging work.

(e) Prepare plans and specifications - Plans and specifications will be developed as required by personnel specifically assigned to the mission from the district resource pool. Those personnel assigned will be dedicated to this mission until released by the mission manager. A-E resources may be used to supplement available design personnel at the direction of the mission manager.

(f) Advertise and award contract - Contracts will be advertised and awarded as expeditiously as possible. Modification to existing contracts will be made to the maximum extent possible. Contract activities to include preparation of bid packages will be accomplished by a contract specialist specifically assigned to this mission.

(g) Construction management - Construction management and contract administration will be accomplished by personnel assigned from the Area Offices specifically assigned to this mission.

(2) Remove obstructions.

(a) Identify obstructions - Obstructions will be identified by reconnaissance teams (RAT) and survey teams during inspection of navigation work as soon as possible after storm landfall.

(b) Determine if emergency work is required - The mission manager will evaluate the location of the obstructions to determine if emergency removal is required.

(c) Develop scope of work - The mission manager will develop a scope of work giving priority for removal of obstructions based on evaluation of volume of commercial activity affected.

ANNEX E (NAVIGATION MISSION) TO HURRICANE PLAN

(d) Delivery order contract/Advertise and award contract - Primary method of removal will be by use of the existing delivery order contract for removal of obstructions. If required, new contracts will be advertised and awarded as expeditiously as possible. Contract specialists activities, to include preparation of bid packages, will be accomplished by a contract specialist specifically assigned to this mission.

(e) Diving coordination - The contractor shall obtain approval of a diving plan prior to commencement of operations to remove any obstruction. The plan will be coordinated with personnel, certified for approval of diving plans, assigned to the mission.

(f) Construction Management - Construction management and contract administration will be accomplished by personnel assigned from the Area Offices specifically assigned to this mission.

(3) Facility Repairs

(a) Inspection of damage - Damage to facilities to include locks, floodgates, and associated navigation features such as jetties (does not include structures) will be identified by reconnaissance teams (RAT) and survey teams during inspection of navigation work as soon as possible after storm landfall. If available, the individual facility chiefs will report damage to CAT Lead. CAT Lead will assign mission manger if required to initiate damage assessment. Mission manger will request an engineering damage assessment team if initial damage reports indicate severe damage.

(b) Determination of interim repairs - The mission manger will determine if interim repairs are feasible based on recommendations from the engineer inspection team assessment of damages.

(c) Develop scope of work - Mission manager will develop scopes of work for either interim repairs or emergency reconstruction.

(d) Prepare plans and specifications - Plans and specifications will be developed as required by personnel specifically assigned to the mission from the District resource pool. The assigned personnel will be dedicated to the mission until released by the mission manger. Galveston District personnel will be supplemented as required through other Districts (TDY) or A-E contract at the request of the mission manager coordinated through the CAT Lead.

(e) Advertise and award contracts - Contracts will be advertised and awarded as expeditiously as possible. Modification of existing contracts will be utilized to the maximum extent possible. Contract activities to include preparation of bid



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ANNEX E (NAVIGATION MISSION) TO HURRICANE PLAN

packages will be accomplished by a contract specialist specifically assigned to this mission.

(f) Construction Management - Construction management will be accomplished by personnel assigned from the Area Offices specifically assigned to this mission.

(g) Contract administration - Contract administration will be accomplished by personnel assigned from the area offices specifically assigned to the mission.

(h) Oversee floodgate and lock operations during emergency unless routine operations are possible.

b. RESPONSIBILITIES.

(1) Operations Division will provide the mission manager.

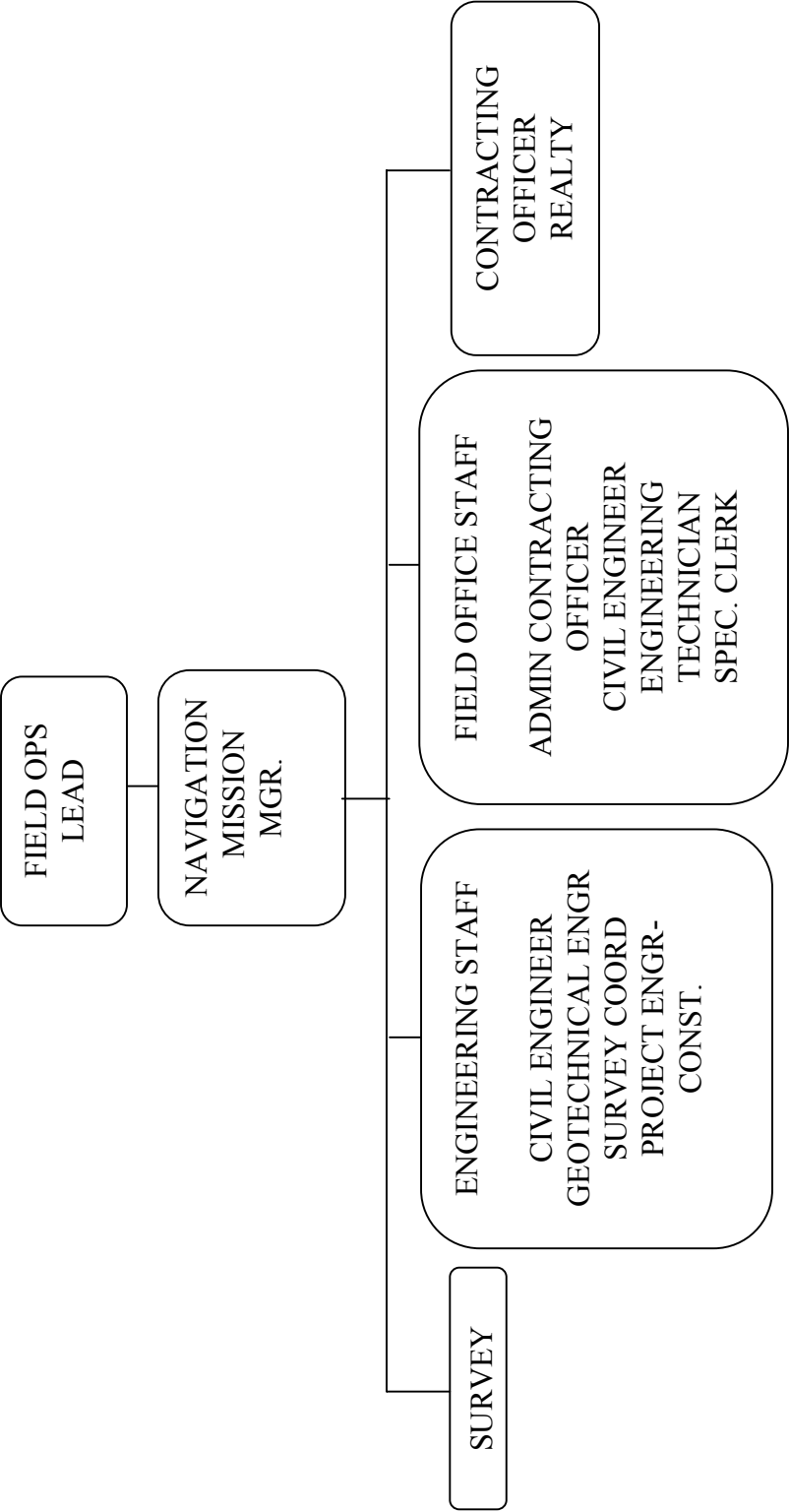
(2) Engineering and Construction Division will provide engineering technical staff as required.

(3) Area Engineers will provide survey crews, equipment, launches, boats, and boat operators to perform condition surveys. Area Engineers will also provide ACO/Project Engineer for contract management and contract administration.

(4) Contracting will provide a Contracting Officer.

ANNEX E (NAVIGATION MISSION) TO HURRICANE PLAN

**NAVIGATION MISSION**



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ANNEX F (FEDERAL RESPONSE PLAN MISSION) TO HURRICANE PLAN

1. **SITUATION.** A Presidential disaster declaration has been made (or is imminent) within the State of Texas. The response requirements dictate that Federal emergency response and recovery efforts begin immediately as state and local capabilities to effectively meet the needs of the victims has been exceeded. Authority for disaster response and recovery has been implemented under Public Law 93-288. The Federal Emergency Management Agency (FEMA) has established a Federal Coordinating Officer to coordinate all Federal response and recovery efforts. The Federal Response Plan has been invoked. FEMA has tasked USACE to provide engineering, contracting, and construction management assistance to State and local officials, and other Federal agencies.

2. **MISSION.** Support execution of the Federal Response Plan (FRP) by providing engineering and public works assistance to other Federal agencies and the State of Texas.

3. **ORGANIZATION.** See ANNEX Z (PERSONNEL ASSIGNMENTS) for complete list of required positions.

Division Forward  
Crisis Action Team  
ESF #3 Cell (Regional Operations Center)  
Engineer Liaison to ERT-A  
Disaster Field Office  
Emergency Response and Recovery Office  
Emergency Field Office

4. **EXECUTION.**

a. **CONCEPT OF OPERATION.** Mobilization - Delivery - Closeout.

(1) Pre-ERRO. Upon activation of the Federal Response Plan, operations will focus on two areas, external to the District and internal to the District.

(a) Operations External to SWG. ESF #3 is mobilized and staffed at FEMA's Regional Operations Center (ROC) to coordinate USACE operations with FEMA and receive missions for public works and engineering assistance (actual or potential). Missions received from FEMA will require direct USACE assistance to the State or operations support to FEMA or to other responding Federal agencies. A liaison element, the Emergency Response Team (Advance) (ERT-A) is established, staffed, and deployed to the State EOC to facilitate receipt of missions from the State. A forward element, the Rapid Needs Assessment Team (RNA), is established, staffed, and deployed to the disaster area to determine the scope of local needs. The ERT-A and RNA will include USACE representation if significant support from ESF #3 is required or expected.

ANNEX F (FEDERAL RESPONSE PLAN MISSION) TO HURRICANE PLAN

(b) Operations Internal to SWG. Upon receipt of a FRP mission, a mission manager will be assigned as primary contact and to manage execution.

(c) FRP missions will be transferred to Fort Worth District for execution in the event that the Jadwin building is threatened to be impacted by a storm, and the Alternate CAT is dispatched to the Alternate EOC (Addicks).

(2) Transition to ERRO. On order (within 24 hours of landfall), an Emergency Response and Recovery Office (Advance) (ERRO-A) will deploy to the disaster area and establish a forward base of operations. The ERRO-A will use District facilities if available. If a District facility is not available, the DTOS will be used. In the absence of DTOS, a facility will be rented near the local airport. As FEMA establishes the Disaster Field Office (DFO), the ERRO-A will be augmented by District and TDY personnel to form an ERRO. The ERRO will co-locate in the DFO. If space is not available in the DFO, a location as near as possible to the DFO will be secured using ESF #7 or USACE assets if ESF #7 is unable to meet USACE requirements.

(3) ERRO. The ERRO executes all FEMA missions.

(4) Post-ERRO. The ERRO demobilizes on order. The EOC redeploys personnel to permanent duty stations.

b. TASKS/RESPONSIBILITIES.

(1) FEMA.

(a) Activate the ROC.

(b) Issue mission assignment to activate ESF #3.

(c) Mobilize and deploy the ERT-A.

(d) Mobilize and deploy the RNA.

(2) CAT Lead

(a) Oversee execution of FEMA missions until ERRO is established.

(b) Coordinate all support to ERRO as required.

ANNEX F (FEDERAL RESPONSE PLAN MISSION) TO HURRICANE PLAN

4. **ADMINISTRATION AND LOGISTICS.** Provide support to ERRO as required.

5. **COMMAND AND COMMUNICATIONS.**

a. FEMA Regional Operations Center (ROC). Region 6 Headquarters, Denton, Texas

b. State of Texas Emergency Operations Center. Texas Public Safety Headquarters, Division of Emergency Management, Austin Texas.

c. SWG Emergency Operations Center. Jadwin Building, Fort Point Reservation, Galveston, Texas.

d. SWG Alternate Emergency Operations Center, Addicks/Barker Reservoir, Addicks, Texas.

e. Emergency Response and Recovery Office.

ANNEX F (FEDERAL RESPONSE PLAN MISSION) TO HURRICANE PLAN

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ANNEX F (FEDERAL RESPONSE PLAN MISSION) TO HURRICANE PLAN

**EMERGENCY RESPONSE AND RECOVERY OFFICE**

1. **SITUATION.** A Federal disaster declaration has been issued. State and local resources are fully engaged, however, their resources are inadequate to meet the immediate needs of the disaster victims due to the scope of the disaster and/or reduced capabilities to state and local resources as a result of being victims. Federal resources located at the ROC, state EOC, Mobilization Center, and District Headquarters begin moving into the disaster area to assess damages and begin assistance.

2. **MISSION.** Coordinate and execute all assigned Federal Response missions.

3. **ORGANIZATION.**

a. **COMMAND SECTION**

ERRO Commander (Division Forward)	TDY - SWD Deputy Commander
ERRO Deputy Commander	Deputy Commander
Emergency Manager	Emergency Management
Administrative Assistant	Galveston District EC
Public Affairs Officer	Galveston District
Photographer	TDY - Information Mgmt
Safety Officer	Galveston District
Attorney	Galveston District

b. **ESF #3 CELL (DISASTER FIELD OFFICE)**

Team Leader	TDY - TL Cadre
Assistant Team Leader	TDY - TL Cadre
Office Assistant	Galveston District
Action Officer (6)	TDY - PRT
Prime Power Liaison Officer	TDY - 249th Engineer Bat

c. **FIELD OPERATIONS DIVISION**

Civil Engineer	Galveston District - PPMD
Office Assistant (OA)	Galveston District EC

Debris Removal Team  
Emergency Water Team  
Emergency Ice Team  
Emergency Power Team  
Temporary Housing Team  
Temporary Roofing Team  
Technical Assistance Team



ANNEX F (FEDERAL RESPONSE PLAN MISSION) TO HURRICANE PLAN

d. INFORMATION AND PLANNING DIVISION

Supervisory Civil Engineer	Galveston District - PER
Planner	TDY - Supporting Districts
Office Assistant	TDY - Supporting Districts
ESF #5 Liaison	TDY - Supporting Districts
GIS Specialist (2)	TDY - RS-GIS Center
<u>REPORTS TEAM</u>	
Action Officer (ENGLink)	TDY - Supporting Districts
Administrative Assistant	TDY - Supporting Districts

e. LOGISTICS DIVISION

Supervisory Logistics Specialist	Galveston District
(1) Logistics Branch	
Team Leader	TDY - Logistics PRT
Supply Specialist (2)	TDY - Logistics PRT
Warehouseman (2)	TDY - Logistics PRT
Transportation Clerk (2)	TDY - Logistics PRT
Vehicle Equipment Specialist (2)	TDY - Logistics PRT
(2) Contracting Branch	
Contracting Officer	Galveston District CT
Contracting Specialist (2)	Contracting, TDY - Supporting Districts
Purchasing Agent (2)	Contracting, TDY - Supporting Districts
Procurement Technician	Galveston District CT
(3) Information Management Branch	
Supervisory Information Specialist	Galveston District IM
Communication Specialist (2)	Galveston District IM
Computer Specialist (2)	Galveston District IM
LAN Administrator	Galveston District IM

f. FINANCE AND ADMINISTRATION DIVISION

Supervisory Resource Manager	Galveston District RM
Finance Officer	Galveston District RM
Accounting Specialist (2)	TDY
Accounting Assistant (2)	TDY
Time and Attendance Specialist	TDY
Administrative Assistant	TDY

ANNEX F (FEDERAL RESPONSE PLAN MISSION) TO HURRICANE PLAN

**4. EXECUTION.**

a. CONCEPT OF OPERATION. The ERRO provides supervision, inspection, construction management and contract administration to accomplish FEMA missions. The ERRO will:

- (1) Establish Emergency Field Offices in support of emergency missions.
- (2) Monitor, coordinate and adjust status of resources deployed to the field.
- (3) Provide technical review and assess requirements in the structural, geo-technical, water supply, sanitary supply, electrical and gas distribution disciplines.
- (4) Review Business Clearance Memorandums (BCMs).
- (5) Prepare estimates for contracts and contract modifications resulting from changed field conditions.
- (6) Prepare and award contracts.
- (7) Monitor and insure contract cost controls.
- (8) Determine liquidated damages for construction contracts.
- (9) Maintain fiscal controls, accounting and timekeeping.
- (10) Coordinate in-processing for emergency field personnel.

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ANNEX F (FEDERAL RESPONSE PLAN MISSION) TO HURRICANE PLAN

**EMERGENCY FIELD OFFICE**

1. **SITUATION.** A Federal disaster declaration has been issued. State and local resources are fully engaged, however, their resources are inadequate to meet the immediate needs of the disaster victims due to the scope of the disaster and/or reduced capabilities to state and local resources as a result of being victims. Federal resources located at the ROC, state EOC, Mobilization Center, and District Headquarters begin moving into the disaster area to assess damages and begin assistance. The Corps of Engineers has been tasked with specific missions such as water, ice, debris removal, temporary housing, etc.

2. **MISSION.** Each specific mission area is required to scope its mission; coordinate requirements and deliveries; execute the mission; and prepare a mission closeout plan.

3. **ORGANIZATION.**

a. MANAGEMENT CELL.

Area Engineer	TDY - PRT
Resident Engineer (2)	TDY - PRT
Secretary	TDY - Supporting Districts

b. CONTRACT ADMINISTRATION.

Civil Engineer	Galveston District EC
Civil Engineering Tech	TDY - Supporting Districts
Clerk/Typist	TDY - Supporting Districts

c. QUALITY ASSURANCE.

Supervisory Civil Engineer	TDY - PRT
Supervisory Construction Representative	TDY - PRT
QA Team Leader (2)	TDY - PRT
QA Inspector (20)	TDY - Supporting Districts
Mechanical Engineer	TDY - Supporting Districts
Electrical Engineer	TDY - Supporting Districts

d. ADMINISTRATIVE SUPPORT.

Realty Specialist	Galveston District RE
Safety Engineer	TDY - Supporting District
Supply Specialist	TDY - LPRT
Office Assistant/Timekeeper	TDY - Supporting District

ANNEX F (FEDERAL RESPONSE PLAN MISSION) TO HURRICANE PLAN

**4. EXECUTION.**

a. CONCEPT OF OPERATION. The Emergency Field Office provides tactical supervision, inspection, construction, and contract administration to execute FEMA missions.

b. EMERGENCY FIELD OFFICE.

- (1) Establish offices to perform field inspection of emergency work assignments.
- (2) Perform quality assurance for required contracts.
- (3) Provide Administrative Contracting Officer for all necessary contracts.
- (4) Compile execution data for all necessary contracts.
- (5) Perform contract administration and claims management.
- (6) Perform BCO review of all designs and scopes of work.
- (7) Maintain fiscal controls, accounting and time-keeping.
- (8) Provide SITREP input to the ERRO.

ANNEX F (FEDERAL RESPONSE PLAN MISSION) TO HURRICANE PLAN

**DEBRIS REMOVAL MISSION**

1. **SITUATION.** Federal assistance to clear debris is or may be required to supplement State and local debris removal efforts. Assistance in debris removal is typically the single largest mission ESF #3 and the Corps receives. Post disaster, debris blocks roads, easements, rights-of-way and prevents or hinders access by responders. Operations in areas with widespread debris are frequently hazardous due to blocked roads, aerial hanging debris, etc.

2. **MISSION.** As directed by FEMA and the State, coordinate and execute all actions associated with debris clearance, removal, and disposal from public and private property in presidentially declared jurisdictions. On public property, this may include clearance, demolition, removal, reduction, and disposal of debris or damaged structures from roads and highways, bridges, airports, harbors, waterways, public right-of-ways, flood control works, and public lands (parks) and facilities. On private property, this may include clearance, demolition, removal, reduction, disposal of structures from single and multi-family residential property, and commercial and industrial properties.

3. **ORGANIZATION.**

a. **PLANNING AND RESPONSE TEAM.**

Lead Division: Mississippi Valley.

PRT Districts: Fort Worth, New Orleans, Louisville, Baltimore, Portland, Sacramento, Mobile.

Action Officer	TDY - PRT
Mission Manager	TDY - PRT
Mission Specialist	TDY - PRT
Mission Logistics Team Member	TDY - PRT
Contracting Specialist	TDY - PRT
Area Engineer	TDY - PRT
QA Supervisor	TDY - PRT
QA Inspector	TDY - PRT

b. **SITE ASSESSMENT TEAM**

c. **EMERGENCY FIELD OFFICE - DEBRIS**

4. **EXECUTION.**

a. **CONCEPT OF OPERATION.** Operations will routinely be conducted in two phases, pre-declaration and post-declaration. During the pre-declaration phase, personnel and equipment will be assembled, checked, and moved to areas adjacent to the expected disaster declaration area. No assistance is provided to the State prior to a Presidential

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declaration. In the absence of pre-declaration phase, those actions normally conducted pre-declaration will be expedited post-declaration.

b. RESPONSIBILITIES.

**(1) Mission Manager.**

(a) Estimate the quantity of debris to be removed. Provide an initial estimate at landfall (rough order of magnitude) using models and remote sensing. Validate initial estimate by windshield survey within 2 days after landfall. Conduct field assessments during first week to estimate actual quantities removed by contract.

(b) Prepare scope of work for debris removal from public rights of way and private property in the disaster area.

(c) Prepare scope of work for debris reduction. Develop reduction plan based on one or more of the following: burning, chipping and grinding and recycling. The plan will identify the most effective way to reduce based on timeliness and economic feasibility of each reduction method including the sales of by-products (ash, mulch, wood, metals, construction materials, etc.).

(d) Prepare scope of work for storage/disposal site operations. A separate staging area for hazardous and toxic waste (HTW) should be established at each staging area.

(e) Prepare scopes of work for a separate contract for the removal and disposal of HTW in accordance with Federal, State and local regulations.

(f) Monitor all work performed under the debris removal contract(s). Verify quantities for payment and initiate contract payments. Identify number and type of personnel required to perform these contract administration functions.

(g) If tasked to provide debris storage/disposal sites, the following should be undertaken:

- Provide individuals to the site selection team, headed by RE.
- The contractor should provide a site operations plan for review of the ERRO. The plan should include, access to site, site management, including POC organization chart, traffic control procedures, site security, site safety, baseline environmental testing and monitoring plan, site layout/segregation plan, HTW Materials Plan, Environmental Mitigation Plan, including smoke, dust, noise, traffic, buffer zones, and storm water run-off.

- Perform a site closeout

(8) Obtain ROE and hold harmless permits for any private property

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activities.

(9) Coordinate public right of way definition

(10) Provide debris storage/disposal sites. The following are required:

(a) Resolution.

(b) Maps. Contact local authorities (city engineers, county engineers, planning commission) to obtain detailed maps.

(c) Lease Agreements. Insure that lease terms are long enough, lease is automatically renewable, and lease includes closure terms and restoration requirements.

(d) Rights of Entry Permits.

(11) Prepare aerial and ground video/photography of the site prior to, periodically during, and at conclusion of, disposal operations.

(12) Issue contracts for storage/disposal site based on scope of work - debris removal, debris reduction, etc.

(13) Issue press release, daily, detailing where removal operations are projected to occur for the next few days and what materials will or will not be picked up.

(14) Distribute information to the public on where the site is and the rules for public use.



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ANNEX F (FEDERAL RESPONSE PLAN MISSION) TO HURRICANE PLAN

**EMERGENCY WATER**

1. **SITUATION.** There are two primary scenarios in which Federal assistance is typically warranted.

a. Impacts to commercial and emergency electric power infrastructure is disrupted by a natural disaster to the point where there is a large-scale failure of the public water distribution network.

b. Sources of drinking water have been contaminated by natural or man-made disaster and the public health is threatened. Immediate Federal assistance has been requested to supplement state, local, and volunteer efforts at procuring and distributing bulk and bottled water to affected residents. State and local authorities are implementing long-term solutions if they are required.

2. **MISSION.** Locate, procure, transport, deliver, and distribute bottled and/or potable bulk water to the disaster areas as directed by FEMA. Use trailers on a rotational basis to serve as distribution sites in the field. Certify water quality as necessary.

3. **ORGANIZATION.**

PLANNING AND RESPONSE TEAM

Lead Division: North Atlantic.

Districts: Little Rock, Chicago, Vicksburg, New England, Kansas City,  
San Francisco, Wilmington

Mission Manager	TDY- PRT
Mission Specialist	TDY - PRT
Mission Logistics Team Member	TDY - PRT
Contracting Specialist	TDY - PRT
QA Team Leader	TDY
Quality Assurance Inspectors	TDY

4. **EXECUTION.**

a. **CONCEPT OF OPERATION.** Operations will routinely be conducted in two phases, pre-declaration and post-declaration. During the pre-declaration phase, personnel and equipment will be assembled, checked, and moved to areas adjacent to the expected disaster declaration area. No assistance can be provided prior to a Presidential declaration. In the absence of pre-declaration phase, those actions normally conducted pre-declaration will be expedited post-declaration.

b. Specific items to be addressed.

(1) Quality assurance is essential to the success of these types of missions.

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(2) Provide direct basic life-sustaining services to disaster victims and recovery forces.

(3) Estimate quantities and determine requirements.

(4) Develop scope of work detailing the necessary requirements to define quantities, delivery locations, and types and sizes of goods to be supplied (i.e. bulk/bottle water). These scopes should be written so that the quantities and distribution can be adjusted as the requirements change. These contracts, as applicable, should include provisions for necessary maintenance.

(5) Obtain ROE/Leases for staging areas, warehousing/receiving/distribution centers.

(6) The logistical requirements in the execution of water missions are critical. The following are essential requirements:

(a) Location and management of staging areas.

(b) Accountability, maintenance and tracking of resources.

(c) Recovery and restoration of resources upon completion of missions

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**EMERGENCY ICE**

1. **SITUATION.** Impacts to commercial and emergency electric power infrastructure is disrupted by a natural disaster to the point where there is a large-scale failure of the public ability to maintain refrigeration.

2. **MISSION.** Locate, procure, transport (in conjunction with ESF #1), deliver and distribute bulk/bagged ice to the affected areas as directed by FEMA. Refrigerated trailers may be left in the field on a rotational basis to serve as distribution sites. Certification of ice quality will be accomplished, if required.

3. **ORGANIZATION.**

PLANNING AND RESPONSE TEAM

Lead Division: Southwestern.

Districts: Galveston, Detroit, Rock Island, Norfolk, Seattle, Charleston, Albuquerque.

Mission Manager	TDY - PRT
Mission Specialist	TDY - PRT
Mission Logistics Team Member	TDY - PRT
Contracting Specialist	TDY - PRT
QA Team Leader	TDY
Quality Assurance Inspectors	TDY

4. **EXECUTION.**

a. **CONCEPT OF OPERATION.** Operations will routinely be conducted in two phases, pre-declaration and post-declaration. During the pre-declaration phase, personnel and equipment will be assembled, checked, and moved to areas adjacent to the expected disaster declaration area. No assistance can be provided prior to a Presidential declaration. In the absence of pre-declaration phase, those actions normally conducted pre-declaration will be expedited post-declaration.

b. Specific items to be addressed.

(1) Quality assurance is essential to the success of these types of missions.

(2) Provide direct basic life-sustaining services to disaster victims and recovery forces.

(3) Estimate quantities and determine requirements.

(4) Develop scope of work detailing the necessary requirements to define quantities, delivery locations, and types and sizes of goods to be supplied (i.e. bag/block ice). These scopes should be written so that the quantities and distribution can be

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adjusted as the requirements change. These contracts, as applicable, should include provisions for necessary maintenance.

(5) Obtain ROE/Leases for staging areas, warehousing/receiving/distribution centers.

(6) The logistical requirement is critical. The following are essential:

(a) Location and management of staging areas.

(b) Accountability, maintenance and tracking of resources.

(c) Recovery and restoration of resources upon completion of missions

ANNEX F (FEDERAL RESPONSE PLAN MISSION) TO HURRICANE PLAN

**EMERGENCY POWER**

1. **SITUATION.** Loss of public and commercial electric power is wide spread. Estimates indicate as long as 4 to 6 weeks to full restoration. With the loss of electricity, only those facilities with generators remain operational. Critical facilities and shelters throughout the disaster area require immediate emergency power to facilitate the response. Extensive amounts of debris blocks roads and access to facilities. Damage to roads, bridges, ports, and airports hinder movement in the disaster area.

2. **MISSION.** Provide emergency power generation to affected areas as directed by FEMA. Rehab and pre-position generators and related resources to include shipment and transportation (in conjunction with ESF #1) to mobilization centers or other delivery sites. Perform site assessments as directed by the FEMA. Provide for the recovery and rehab of FEMA owned generators, either in the field or at the Territorial Logistics Centers to include Bill of Materials. FEMA, DOD and other/or contractor supplied generators and associated BOM may be used.

3. **ORGANIZATION.**

PLANNING AND RESPONSE TEAM

Lead Division: Great Lakes and Ohio River

Districts: Tulsa, Pittsburgh, Memphis, Philadelphia, Walla Walla,  
Honolulu, Jacksonville, and Los Angeles

Action Officer	TDY - PRT
Mission Manager	TDY - PRT
Mission Specialist	TDY - PRT
Mission Logistics Team Member	TDY - PRT
Contracting Specialist	TDY - PRT

249TH ENGINEER BATTALION

Action Officer	TDY
NCO	TDY
Prime Power Specialists	TDY

SUPPORT STAFF

Mission Coordinator	Galveston District
Administrative Assistant (Purch)	Galveston District
Electrical Engineer	TDY - Supporting Districts

4. **EXECUTION.**

a. **CONCEPT OF OPERATION.** Operations will be conducted in two phases, pre-declaration and post-declaration. During the pre-declaration phase, personnel and equipment assemble and move to a mobilization center near the forecast disaster area. No direct assistance to the State is provided prior to the Presidential declaration. In the

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absence of pre-declaration phase, those actions normally conducted pre-declaration will be expedited post-declaration.

(1) Pre-declaration. Upon receipt of a mission, the organization is mobilized. A management cell of the PRT is requested to deploy to the EOC. A liaison is deployed to the ERT-A. The Mission Logistics Team Member is deployed to the Mobilization Center. Generator 50-packs, stored at FEMA's Territorial Logistics Center in Denton, are checked and shipped to the Mobilization Center.

(2) Post-declaration. Determine site requirements. Determine logistical requirements. Deploy from the Mobilization Center to actual sites. Generate temporary power until permanent power distribution is restored.

b. TASKS/RESPONSIBILITIES.

(1) **ESF #3 Team Leader.** Approve initial mission and all amendments.

(2) **Action Officer.** Primary POC with the customer. Develop prioritization of sites for response order to include no response, (excess sites), if mission requirements are greater than assets. Excess sites should be prioritized so new assets or assets from areas where power has been restored may be employed.

(a) Assess sites for generators.

(b) A cost comparison of the cost of purchase versus rental should be made. Consider renting generators with a provision for the vendor to service and repair the leased equipment.

(3) **Mission Manager.** Prime Power assists the Mission Manager in specifying electrical equipment.

(3) **Contracting Specialist.** Issue task orders on the ACI contract for generator assessment, installation, service, and demobilization.

(4) **Public Affairs.**

(a) Notify media of facilities operating under temporary power.

(b) Issue warning messages to the public regarding the dangers of tampering with generators.

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**(5) Mission Logistics Team Member.**

(a) Provide receiving, issue, warehousing and distribution of generators and equipment. The warehouse site should be fenced for security, lighted for 24 hour operations and under cover to protect tools and test equipment from the elements.

(b) Provide POL, repair parts and consumables (filters and gaskets).

(c) Provide transportation, and material handling equipment for moving and off-loading the power generation equipment.

**(6) Security and Law.** Coordinate security for staged and installed generators.



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**Temporary Housing**

1. **SITUATION.** Extensive damage to private/public housing has occurred to the point where shelters can no longer handle the numbers of people who are in need of housing and hindering response operations by keeping victims from returning to the local area to begin cleaning-up. Homeowners are generally dislocated and the lack of communications is hindering efforts to secure the homeowners permission to make repairs.

2. **MISSION.** Provide temporary support as directed by FEMA. This may include purchasing, hauling, installation and recovery of mobile homes, travel trailers or other fabricated dwellings; technical assistance and reporting; environmental assessment and staging area operations. This may include any logistics and real estate support for Rights of Entry and leasing authorization. Work must comply with all applicable historic preservation, environmental, and related permits, regulations, and laws.

3. **ORGANIZATION.**

a. PLANNING AND RESPONSE TEAM

Lead Division: South Atlantic

Districts: Savannah, Omaha, New York, Huntington, St. Paul

Action Officer	TDY - PRT
Mission Manager	TDY - PRT
Mission Specialist	TDY - PRT
Logistics Specialist	TDY - PRT
Contracting Specialist	TDY - PRT
Realty Specialist	TDY - PRT

b. EMERGENCY FIELD OFFICE

4. **EXECUTION.**

a. **CONCEPT OF OPERATION.** Operations will be conducted post-declaration. No direct assistance to the State is provided prior to the Presidential declaration. Coordination with local residents over proposed temporary housing planning can reveal potential problems.

b. **TASKS/RESPONSIBILITIES.**

(1) **Mission Specialist.** Prepare scopes of work

(a) Detail the necessary information required to define the rehabilitation of utilities at existing trailer parks and/or new site development.

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- (b) Prepare to accommodate special housing requirements of the handicapped.
  - (c) Provide for personal property storage at temporary housing sites.
  - (d) Perform environmental and archaeological site assessment.
  - (e) Obtain baseline site data, prepare Environmental Assessment as required, collect periodic and closeout site data.
  - (f) Maintain liaison with State/local offices concerning status of temporary housing mission.
- (2) **Realty Specialist.** Provide Right of Entry (ROE) and hold harmless permits for all temporary housing sites.
- (3) **Contracting Specialist.** Issue contracts via (IFB, RFP, or Lump Sum) determined based on scope, timeliness, and magnitude.
- (4) **Public Affairs.**
- (a) Coordinate general and work schedule details with the FEMA Joint Information Center (JIC).
  - (b) Anticipate adverse public interest stories that discuss the adverse impact of the temporary housing mission on the displaced people

ANNEX F (FEDERAL RESPONSE PLAN MISSION) TO HURRICANE PLAN**TEMPORARY ROOFING**

1. **SITUATION.** Extensive damage to residential roofs is threatening additional property damage and hindering response operations by keeping victims from returning to their homes to begin cleaning-up. State and local governments are assisting homeowners in making temporary repairs to roofs by replacing roof decking and covering roofs with plastic sheeting. Homeowners are generally dislocated and the lack of communications is hindering efforts to secure the homeowners permission to make repairs.

2. **MISSION.** Provide temporary roofing support as directed by FEMA. Coordinate and execute all actions necessary to install temporary roofing (plastic) on damaged homes, hospitals, public facilities, and other structures. Monitor and coordinate the temporary roofing activities of State (e.g. National Guard) and volunteer efforts. Provide supplies, equipment, materials and logistics support as required to provide temporary roofing.

3. **ORGANIZATION.**

a. **PLANNING AND RESPONSE TEAM**

Lead Division: Northwestern.

Districts: Nashville, St. Louis, Omaha, Jacksonville

Action Officer	TDY - PRT
Mission Manager	TDY - PRT
Mission Specialist	TDY - PRT
Logistics Specialist	TDY - PRT
Contracting Specialist	TDY - PRT
Realty Specialist (2)	TDY - PRT

b. **EMERGENCY FIELD OFFICE**

4. **EXECUTION.**

a. **CONCEPT OF OPERATION.**

(1) Adapt standard plans and specifications for off-the-shelf plastic roofing contracts for all types of residential roofs (truss w/sheathing, joist/planking, flat without parapet, flat with parapet, tile, tin, steep roofs 8/12 or greater, open beam ceiling, and two-story).

(2) Develop specifications for temporary roofing materials for various environmental conditions.

(3) Consider covering the entire living area, not just a patchwork on damaged roof sections. Do not cover overhangs, garages, etc.

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(4) Plastics. Use material that is UV light resistant. Use colored plastic; clear plastic creates a greenhouse effect. Include reinforcement to protect against wind damage.

(5) Plywood. Minimize the use of plywood. If used, it must conform to local codes.

(6) Furring Strips. Determine: Fastener spacing on vertical batten strips; Spacing between horizontal furring strips.

(7) Fasteners. Identify size, type and spacing. Do not use pneumatic guns.

(8) Size of work crews/daily rates. Specify crew sizes and minimum standards.

(9) Define Quality Assurance/Contractor Quality Control duties clearly in specs.

(10) Contractor shall be responsible for any property damage caused by their equipment or personnel and shall release the Government from any and all claims by others.

(11) Include multi-unit structures (duplexes, etc) in the basic contract.

(12) Develop instructions for temporary roof repairs to hand out to individuals and civic organizations. A multi-lingual book may be appropriate in some areas.

b. TASKS/RESPONSIBILITIES.

(1) **Real Estate.**

(a) ROE and hold harmless permits are legal language liability waivers required for any private property activities.

(b) Obtain and distribute tax assessors maps and local realty maps to Corps inspectors to use as a key.

(c) Develop three-part ROE form (preferable with serial number). One copy to homeowner, one to contractor and one retained by the Corps.

(2) **Contracting**

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(a) The mission will dictate the type of contract used.

(b) Temporary roofing installation contracts should be structured to cover as many roofs as quickly as possible consistent with safety and quality control standards.

**(3) Logistics**

(a) Develop system for tracking materials. Materials may be going to other government agencies, civic organizations, individual disaster victims, and contractors.

(b) Plastic rolls come in many sizes. Quantity should be reported in square feet and not number of rolls.

**(4) Public Affairs.** Public notification is a key success factor for this mission. Victims need to know that the system is available and how to obtain assistance. In addition to TV, radio, and newspaper releases, information flyers should be distributed at FEMA's field locations, relief centers, churches, schools, and other heavily populated areas.

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**SITE ASSESSMENT TEAM**

1. **SITUATION.** A hurricane has occurred and inflicted such extensive damage that sites for debris operations, temporary housing, and/or other activities will be required.

2. **MISSION.** Selects and/or evaluate sites for debris operations, temporary housing, and other activities as required. Provide support to other teams investigating sites. Coordinate site selection and evaluation with interested state and federal agencies.

3. **ORGANIZATION.**

Real Estate Contracting Officer	Real Estate Division *
Real Estate Specialist	Real Estate Division
NEPA Compliance/Biologist	Planning-Environmental-Regulatory Div
HTRW Compliance/Biologist	Planning-Environmental-Regulatory Div
Cultural Resources/Archaeologist	Planning-Environmental-Regulatory Div

\* Team Leader, if separate team is established.

Exact team makeup is determined by mission requirements.

Note: HTRW investigation is man-hour intensive therefore the team may require several positions to ensure a continuous flow of work through all required reviews.

4. **EXECUTION.** Team members may work as a unit or may be assigned to work with a Planning & Response Team.

5. **LOGISTICS/ADMINISTRATION.** Handling by supporting district.



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**TECHNICAL ASSISTANCE TEAM**

1. **SITUATION.** A hurricane has occurred and inflicted such extensive damage that it is beyond the capacity of State and/or local jurisdictions to fully respond. The State or local jurisdiction has requested aid in accomplishing these missions.

2. **MISSION.** Provide technical assistance to the State and/or local jurisdictions to aid them in accomplishing priority missions. Examples include: evaluate/assess damaged public facilities, homes, hospitals and other structures; review of permanent repair designs; provide technical training for contract specialists; and technical engineering expertise. Another example is the development of pre-construction design, specifications, plans, costs estimates, and advertisements for construction and site development (including installation of utilities) of a mobile home group site (logistics and real estate support may be necessary).

3. **ORGANIZATION.**

Supervisory Civil Engineer*	Engineering and Construction
Civil Engineer (2)	Engineering and Construction
Geotechnical Engineer	Engineering and Construction
Mechanical Engineer	TDY - Supporting Districts
Electrical Engineer	TDY - Supporting Districts
Structural Engineer	Engineering and Construction
Estimator	Engineering and Construction
Environmental Engineer	TDY - Supporting Districts

\* Team Leader, if separate team is established.

Exact team makeup is determined by mission requirements.

4. **EXECUTION.** The team may work out of the supported district office or may be deployed to ERRO or DFO depending on mission requirements.

5. **LOGISTICS/ADMINISTRATION.** Handling by supporting district.

ANNEX F (FEDERAL RESPONSE PLAN MISSION) TO HURRICANE PLAN

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## ANNEX G (REHABILITATION MISSION) TO HURRICANE PLAN

1. **SITUATION.** The heavy rainfall and resultant flooding from a tropical cyclone has the potential to damage federal and non-federal flood control works within the District. Where flood damages reduce the effectiveness of the project to reduce flood damage or render a project ineffective in reducing flood damage, the damages that must be repaired before the next flood event. Within the Galveston District, moderate to heavy rainfall events are relatively common throughout hurricane season and into winter.

2. **MISSION.** Repair completed federal and non-federal flood control works using the authority provided under Public Law 84-99 (as amended).

3. **ORGANIZATION.** The organization chart on the following page is intended to show probable requirements in the event of full implementation of mission activities. The Project Information Report (PIR) team is transitory in nature and personnel assigned to it could be utilized for the pre-award team upon completion of the PIR activities. Specific staff requirements will be reviewed, as the mission is determined.

### 4. **EXECUTION.**

a. **CONCEPT OF OPERATION.** The CAT Field Operations Lead will execute the mission through subordinate assigned mission managers. Mission managers will be requested from a predesignated pool by the Chief, CAT as the extent and complexity of the mission is determined.

(1) A catalogue of federal and non-federal flood control works will be maintained in EMO to determine the eligibility and status of each project for disaster assistance under PL 84-99. Following a hurricane, an impacted area will be determined and each project in the impacted area will be assessed for damage. Damages will be compared to pre-storm conditions as documented in the annual and periodic inspection reports for federal projects. The assessment will involve coordination with the sponsor as a minimum, and a preliminary field inspection should damages be significant. The RAT will accomplish the preliminary inspection. If a RAT is not available, the mission manager will request a team from the CMT.

(2) A Public Notice will be issued by CAT PAO personnel to notify sponsors that assistance is available if requested within 30 days of the event. Requests for Assistance will be evaluated for eligibility and a request to fund a Project Information Report (PIR) will be submitted to SWD for each eligible project. All Requests for Assistance will be coordinated with FEMA and the State Conservationist (NRCS) as they are received and throughout the rehabilitation process.

(3) Upon receipt of PIR funding, a team will be established to complete the PIR within 30 days of the receipt of the Request for Assistance. Each PIR will

ANNEX G (REHABILITATION MISSION) TO HURRICANE PLAN

address the economic and engineering feasibility of Federal assistance. Completed PIRs will be submitted to SWD for concurrence and funding if the project is feasible.

(4) Upon approval of a project for assistance, work will be executed as funding is received, an initial work allowance will fund pre-award activities. A team will be formed to complete pre-award activities, to include preparation of a scope of work and/or plans and specifications, the issuance and evaluation of solicitations. An LCA must be signed prior to advertisement of the contract. When a contractor is selected and construction costs are known, funding will be provided to award the contract and execute the work.

(5) Work will be turned over to the sponsor when the project is completed and all costs accounts will be closed. Excess funds will be made available for revocation within 30 days of the completion of physical work.

b. RESPONSIBILITIES.

(1) Mission manager will prioritize work and oversee rehabilitation process from initial field inspection through project completion and turn over.

(2) Mission manager will request funds for PIR.

(3) Chief, Emergency Management Office will determine the eligibility of each Request for Assistance.

(4) Chief, E&C will provide technical staff to the PIR Team, the Pre-award Team and the Construction Team.

(5) Chief, Contracting Division will provide a contracting officer and a contract specialist.

(6) Chief, Operations will provide documentation of inspections of completed work.

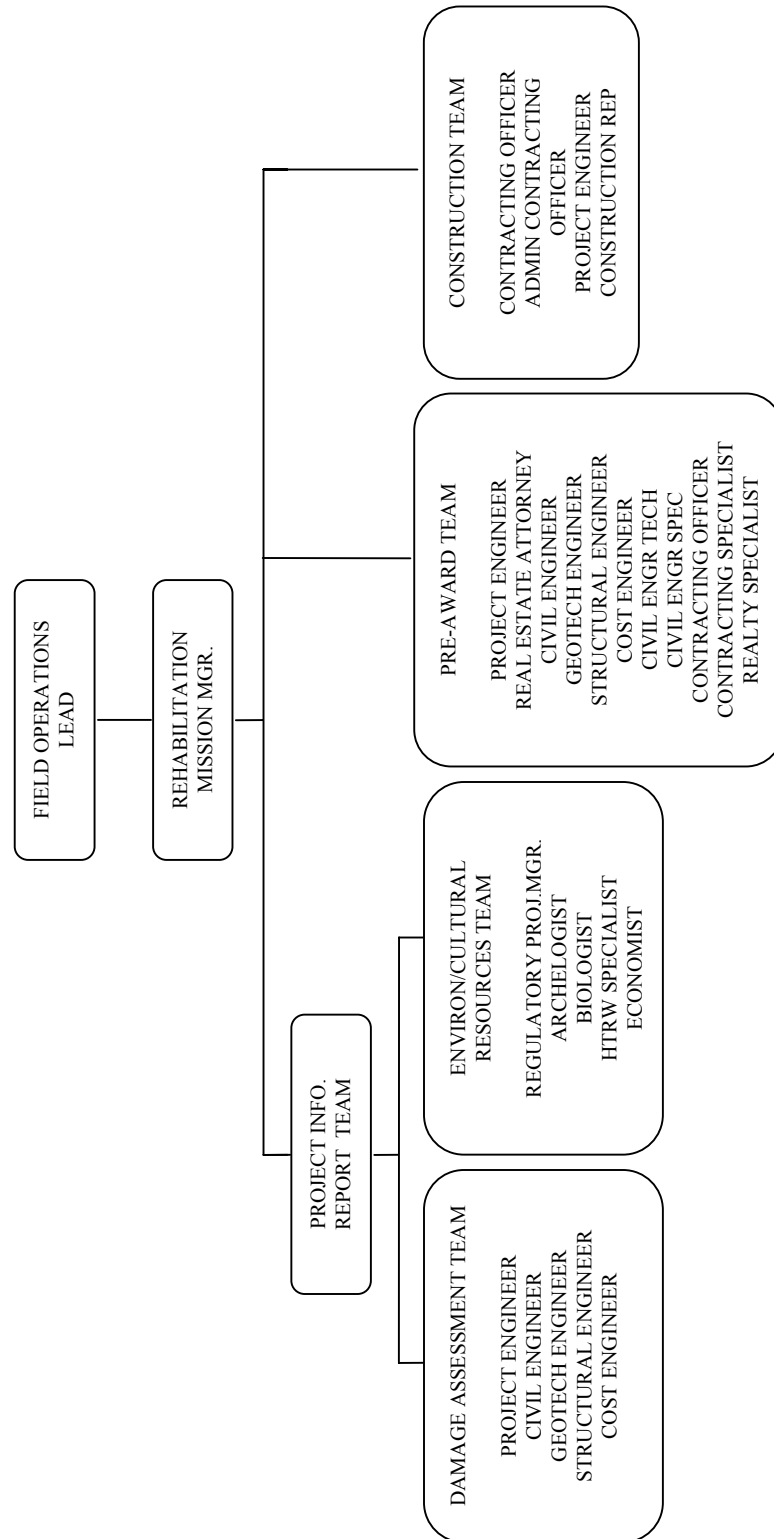
(7) Chief, PER will provide technical staff to the PIR Team.

(8) District PAO will issue Public Notice to inform sponsors of non-federal flood control projects of availability of assistance.

(9) Real Estate Division will provide ROE as required.

ANNEX G (REHABILITATION MISSION) TO HURRICANE PLAN

REHABILITATION MISSION



ANNEX G (REHABILITATION MISSION) TO HURRICANE PLAN

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## ANNEX H (REGULATORY MISSION) TO HURRICANE PLAN

1. **SITUATION.** Following a hurricane, high winds, hurricane surge, and rainfall flooding may damage or destroy public and private structures falling under USACE regulatory jurisdiction. Owners of damaged structures may require expedited review/approval of repair and recovery efforts. In some cases, work is performed that falls under USACE regulatory jurisdiction of Section 404 of the Clean Water Act and/or Section 10 of the Rivers and Harbors Act of 1899. Routinely, the District plays a critical role in protecting the aquatic ecosystem and maintaining navigation. Under Waters of the United States include territorial seas, coastal and inland waters, lakes, rivers, and streams, and wetlands adjacent to these water bodies. Under Section 10 of the Rivers and Harbors Act of 1899 the District regulates work in or affecting navigable Waters of the United States. Under Section 404 of the Clean Water Act the District regulates the discharge of dredged or fill material into Waters of the United States.

2. **MISSION.** Ensure that emergency preparedness and response efforts of public and private interests are consistent with Section 404 of the Clean Water Act and Section 10 of the Rivers and Harbors Act of 1899.

3. **ORGANIZATION.** The organization is intended to show probable requirements in the event of full implementation of mission activities. Specific staff requirements will be reviewed, as the mission is determined.

Regulatory Mission Manager  
Regulatory Project Manager  
Regulatory Specialist  
Regulatory Office Assistant

### 4. **EXECUTION.**

a. **CONCEPT OF OPERATION.** In the event of a Hurricane or Tropical Storm in which counties within the District are affected, the CAT Field Operations Lead will execute the Regulatory Mission through a subordinate mission manager. Mission managers will be requested from a predesignated pool by the Chief, CAT as the extent and complexity of the mission is determined. A Public Announcement will be prepared outlining procedures under which structural repairs may be authorized. The repair of damages resulting from storm events may require regulatory action by the Corps. Repair, rehabilitation, or replacement of any previously authorized structure or fill that was serviceable immediately prior to the hurricane, is authorized under Nationwide Permit #3. Such repair, rehabilitation, or replacement must not result in a deviation from the plans of the original structure and the structure to be repaired, rehabilitated, or replaced must not be put to a different use from that which was previously intended and authorized. Separate authorization may be required for new projects or deviations from the original plans.



ANNEX H (REGULATORY MISSION) TO HURRICANE PLAN

b. RESPONSIBILITIES.

(1) Mission manger will prioritize work and oversee rehabilitation process from initial field inspection through project completion and turn over.

(2) District PAO will issue Public Notice to inform sponsors of non-federal flood control projects of availability of assistance.

ANNEX I (INFORMATION MANAGEMENT) TO HURRICANE PLAN

1. **SITUATION.** Severe weather associated with hurricanes may adversely affect communications and automation systems essential for efficient emergency operations. Damaged systems will require expedited restoration and recovery. Personnel deployed in support of emergency operations will require enhanced communications systems. Forward offices created in the disaster area will require the expedited establishment of communication services and automation systems.

2. **MISSION.** Provide communications and automation systems support to District emergency operations.

3. **ORGANIZATION.** The organization is intended to show probable requirements in the event of full implementation of mission activities. Specific staff requirements will be reviewed, as the mission is determined.

CAT Information Management Lead (CAT IM)  
Telecommunications Specialist  
LAN Specialist  
IT Specialist  
Computer Technician

4. **EXECUTION.**

a. CONCEPT OF OPERATIONS.

(1) Pre-landfall. Upon notification, implement procedures to alert personnel of emergency situation and duty assignments. Support the CAT EOC and emergency operations Information Technology (IT) requirements. IT systems and contractual services will be augmented as necessary to support the district's emergency operations. IT support will be provided on 24-hour basis in support of emergency operation. Be prepared to augment the IT capabilities of the EOC and Alternate EOC on order of the CAT Lead.

(2) Post Landfall. Support the CAT EOC and deployed field operations. Be prepared to support the establishment of an Emergency Response and Recovery Office (ERRO) and Emergency Field Office (EFO). Deploy CAT Information Management resources to establish full IT support. Evaluate and mitigate impacts to the District's IT infrastructure.

b. TASKS/DUTIES.

(1) **CAT Lead.**

(a) Establish priorities for CAT IM.

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ANNEX I (INFORMATION MANAGEMENT) TO HURRICANE PLAN

(b) Approve requests for TDY assistance to support CAT IM.

**(2) CAT Information Management Lead.**

(a) Manage all voice and data communications and automation systems in support of emergency operations, to include the EOC, ERRO, and EFO(s).

(b) Provide and operate IT systems in support of the EOC, ERRO, and EFO(s).

(c) Provide requisition, supply, installation, support, and maintenance of automation tools such as computer hardware and software, and local area networks.

(d) Ensure survivability of vital records. Manage the district's Alternate Emergency Files program.

**c. COORDINATING INSTRUCTIONS.**

(1) Voice and data communication channels will be coordinated with state, local and federal authorities ensuring compatibility and operability.

(2) Provide assistance to District HQ staff in performing back-ups of personal computers.

ANNEX I (INFORMATION MANAGEMENT) TO HURRICANE PLAN

**GOVERNMENT-FURNISHED LONG DISTANCE CALLING CARD PROCEDURES**

1. REDCON 3 - "WATCH" has been declared and the CAT activated.
2. CAT will request long distance calling cards for distribution.
3. Cards will be hand receipted to CAT Logistics Lead by CAT IM.
4. Individual cards will be distributed and hand receipted to individuals as required.
5. There is an instructional tri-fold insert with each card that gives you the basic information on using the cards. The cards are billed to District monthly account and are identifiable by their calling card number

ANNEX I (INFORMATION MANAGEMENT) TO HURRICANE PLAN

**EOC TELEPHONE NUMBERS**

**1. JADWIN BUILDING EOC.**

EOC Telephone.....409-762-6300  
.....409-762-6311  
EOC FAX.....409-766-3990  
  
Emergency Management Telephones .....409-766-3956  
.....409-766-3955  
.....409-766-3954  
.....409-766-3957  
Emergency Management FAX .....409-766-3990  
Duty Officer Cell Phone .....409-771-1804  
  
Toll Free Telephone Number.....1-800-543-6408

**ADDICKS & BARKER EOC.**

EOC Telephone.....281-584-0580  
.....281-584-0582  
.....281-584-0604  
.....281-584-0609  
.....281-584-0674  
.....281-584-0878  
.....281-584-0879  
.....281-584-0882  
.....281-584-0892  
.....281-584-0968  
  
EOC FAX.....281-497-0864  
  
Toll Free Telephone Number.....1-800-543-6408

ANNEX I (INFORMATION MANAGEMENT) TO HURRICANE PLAN**HURRICANE NOTIFICATION PLAN**

Workday – Notification will be by e-mail to “Distribution F” sent with high importance, and telephone notification to CESWG Emergency Contacts.

Night/weekend - Initiate telephone notification thru CESWG Emergency Contacts. Home numbers and addresses are kept in Emergency Management for all primaries and alternates.

DISTRICT ELEMENT	NAME	DUTY PHONE
Commander	COL Waterworth	(409) 766-3001
cell phone		(409) 771-5757
Deputy Commander	LTC Flynn	(409) 766-3003
Cell phone		(409) 771-1148
DD Project Mgmt	H Maurer	(409) 766-3966
cell phone		(409) 771-8838
Emergency Mgmt	G Marinos	(409) 766-3956
cell phone		(409) 771-0773
Security & Law	LTC Flynn	(409) 766-3186
Engr & Constr	H Kohler	(409) 766-3013
Planning-Envir-Reg	L Saunders	(409) 766-3059
Operations	M Kieslich	(409) 766-3071
Real Estate	R Harrison	(409) 766-3812
Contracting	T Benero	(409) 766-3850
Counsel	T Moore	(409) 766-3188
Resource Mgmt	P Coughlin (Acting)	(409) 766-3892
Information Mgmt	G Williams	(409) 766-3828
Logistics Mgmt	L Dunaway	(409) 766-3838
Public Affairs	P Bledsoe	(409) 766-3005
Safety	D Wyatt	(409) 766-3101
Northern Area Ofc	H Sutcliffe	(409) 766-6373
Bay Area Ofc	M McClenan	(409) 766-6315
Southern Area Ofc	E Garza	(361) 884-3385
Houston Project Ofc	R Long	(281) 497-0740
Brazos Floodgates	G Johnson	(979) 233-1251
Colorado Locks	S Desoto	(979) 863-2318
Jadwin Security Guard	24-hours	(409) 766-3899
CESWD Emergency Mgt		(214) 767-2425
USACE Ops Center		(202) 761-1001
State of Texas EOC	24-hours	(512) 424-2208

ANNEX I (INFORMATION MANAGEMENT) TO HURRICANE PLAN

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## ANNEX J (LOGISTICS) TO HURRICANE PLAN

1. **SITUATION.** The disaster area may include many counties over a large area. Transportation to and in the disaster area may be restricted. Lodging may be very limited and rates may be much higher than normal. The District may require alternate or supplemental facilities to support routine or emergency operations. TDY assistance may be significant and personnel may need to be received and equipped. Corps emergency operations may require a significant number of personnel to be on travel orders. In addition, Corps personnel may not have ready access to essential lodging, transportation, and supply services due to a lack of available commercial resources. Military transport and other resources may be required to support emergency operations due to a restricted infrastructure or lack of commercial capability.

2. **MISSION.** Support emergency operations by providing travel and transportation services, TDY reception, facility management, property accountability, and supply services.

3. **ORGANIZATION.** The organization is intended to show probable requirements in the event of full implementation of mission activities. Specific staff requirements will be reviewed, as the mission is determined.

### CAT Logistics Lead

Travel Specialist

Transportation Specialist

Reception Specialist

Reception Assistant

Lodging Specialist

Property Specialist

Facility Manager

Logistics Planning and Response Team (PRT)

## 4. **EXECUTION.**

a. **CONCEPT OF OPERATIONS.** Logistics Management Office (LMO) provides support to emergency operations via CAT Logistics Lead representative to the CAT. CAT Logistics will provide on-site logistics management. Provide transportation to deploying field elements. The Logistics Lead staffs CAT to provide logistics support to emergency operations. Provide deployed elements food, fuel, lodging, transportation, and office space.

(1) Pre-landfall. Upon notification, CAT Logistics Lead implements procedures to alert personnel of emergency situation and emergency duties. Initiate preparedness actions; inventory emergency supplies, checks on availability of military aircraft, alerts charter aircraft contractor, determines availability of district and commercial transportation. Directs protection of HQ facility, move HQ vehicles to shelter. Supports relocation of EOC to the Alternate EOC.

(2) Post Landfall. Support response missions as required, including providing transportation, lodging and supplies for incoming and deploying TDY personnel. Provide



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ANNEX J (LOGISTICS) TO HURRICANE PLAN

logistics support to EOC and field elements as directed. Assist redeployment of TDY personnel.

b. RESPONSIBILITIES

(1) CAT Logistics Lead

(a) Authenticate travel orders for emergency travel. Be prepared to authenticate blanket travel orders where appropriate. Assist with travel arrangements of deploying personnel. Be prepared to provide required authentication on a 24-hours per day basis, seven days per week.

(b) Provide commercial and military aircraft support (helicopter and fixed wing).

(c) Provide or arrange for food, lodging, and office space for deployed personnel in the disaster area.

(d) Provide or arrange for vehicle support to include rental, loan, storage, dispatch, and maintenance. Arrange for fuel for emergency operations personnel.

(e) Provide or arrange for warehouse system and be prepared for receipt, storage, accountability, issue, exchange, loan, and turn-in of equipment, property, and supplies.

(f) Determine support equipment needs prior to deployment of personnel to disaster area. Query adjacent districts for required personal equipment (safety shoes, hard hats, visibility items, etc).

(g) Ensure that all have evacuated the Jadwin Building. Secure the building upon release of personnel.

(h) Update rosters of designated emergency teams.

(i) Begin providing daily status reports to the EOC.

c. COORDINATING INSTRUCTIONS.

(1) Coordinate Jadwin Building closure with Security and Law Enforcement.

(2) Coordinate equipment and IT requirements with CAT IM.

(3) All requests for surplus USACE supplies, materials, and equipment will be transmitted through the EOC, to SWD.

(4) Evacuation of HQ vehicles.

ANNEX J (LOGISTICS) TO HURRICANE PLAN

(a) If time permits, 50-75 percent of the vehicles housed at the Jadwin Building will be sheltered off-site upon initiation of REDCON 3 - "WATCH". The remainder will be moved upon the imminent release of non-emergency HQ personnel.

(b) CAT Logistics will request personnel from Real Estate, E&C, and PER to assist in the sheltering of vehicles in cases sufficient warning is not available.

(c) Vehicles will be sheltered prior to the weekend when a hurricane threatens the District HQ.

ANNEX J (LOGISTICS) TO HURRICANE PLAN

**TDY ASSISTANCE**  
**STANDARD OPERATING PROCEDURE**

**1. Travel Orders**

a. Authorizations and Entitlements. All TDY orders will at a minimum contain the following:

- (1) Variation Authorized (should be checked on each travel order).
- (2) Excess baggage.
- (3) Special conveyances (trains, buses).
- (4) Government quarters if available.
- (5) ATM Authorized.
- (6) Long distance telephone calls.
- (7) Actual expense.
- (8) Dual lodging.
- (9) Parking.
- (10) Military Conveyance.

b. Districts providing TDY support shall provide copies of travel orders, itinerary, and vouchers to the Galveston EOC for verification purposes.

**2. Ticketing**

a. Airline tickets will be issued for one-way travel to the emergency area. Each traveler will obtain a ticket from their District travel office, using the special fund cite for the emergency situation established by EM and RM. Once at the emergency site, return trip airline tickets will be handled as follows:

(1) The individual designated to arrange travel will call the contract travel agency, book airline tickets, and arrange for prepaid tickets to be picked up at the airport, or individuals will purchase their ticket using their personal government travel card. The contract travel agency has a 24-hour answering service that will make these arrangements after hours and on weekends.

(2) If the contract travel agency could not be contacted, the individual traveler will call the airlines direct, book the reservation requesting a Contract Government fare, and charge the airline ticket to their Government travel card.

**3. Lodging.**

a. The preferred method for acquiring and paying for lodging is the personal Government credit card. In cases where the nature of the disaster makes this impractical,

ANNEX J (LOGISTICS) TO HURRICANE PLAN

Logistics will coordinate with Contracting and Real Estate to establish contracts with hotels, motels, and realtors in the area, for accommodations for Corps personnel.

b. CAT Logistics Lead will account for occupancy on a daily basis, i.e., have hotels/motels fax a listing of room occupancy for audit purposes.

c. When personnel check out of a facility that was contracted by the Corps, they must acquire an invoice and sign it "Services Received". All personnel will obtain and provide the original invoice to CAT Logistics Lead for audit and reconciliation purposes. Prior to departure all personnel will provide a final original invoice to CAT Logistics Lead.

ANNEX J (LOGISTICS) TO HURRICANE PLAN

**VEHICLE MANAGEMENT**  
**STANDARD OPERATING PROCEDURE**

**1. Procedure to Obtain Supplemental Vehicles**

a. No individual will rent a vehicle unless authorized to do so by their immediate supervisor and by travel order authorization. The CAT Logistics travel clerk will be responsible for making rental car arrangements, unless otherwise directed. Actual rental of the vehicle will be accomplished on an individual basis using the travelers Government or personal credit card.

b. The CAT Logistics Lead will provide written authorization should a motor pool be required. The Logistics Transportation Specialist with receipt of written authorization, will secure sufficient vehicle availability information to support the disaster relief team (USACE owed fleet, GSA Fleet, or commercial sources, reserving blocks of vehicles for Corps use as needed).

**2. Procedures For Providing Gasoline Credit Cards, Fuel and Repair Points For Rental Vehicles.**

Logistics Transportation Specialist will:

a. Maintain control of Government fuel charge cards using a hand receipt system from the dispatcher to the supported cadre if this method must be used. Whenever possible, fuel will be purchased by the individual using their Government or personnel credit card.

b. Locate fuel and repair points, Government and commercial, and provide direction to vehicle operators concerning fuel purchases and relocation of refueling points. Fuel accountability and reconciliation is a Logistics responsibility when using Government sources or contract fuel service.

c. As required, and in close coordination with the Contracting representative, establish contract maintenance support, to include emergency vehicle towing and emergency fuel re-supply.

**Procedures For Dispatching Vehicles To Disaster Personnel.**

**Dispatchers will:**

a. Maintain DA Form 2401 (Organizational Control Record for Equipment) (Appendix A) to ensure vehicle, key, and Fleet Services card are signed for prior to making a trip and also signed in upon return.

ANNEX J (LOGISTICS) TO HURRICANE PLAN

b. Provide operators with required copies of ENG Form 5007-R (Appendix C). Insure copies of ENG Form 5007-R are with each vehicle. Review deficiencies reported by operators on ENG Form 5007-R, and take necessary action to have repairs or services accomplished and/or report deficiencies to supervisor for corrective action.

c. Review Fleet Services card purchases.

d. Verify repairs and charges.

e. Maintain a file, including ENG Form 5007-R, other pertinent maintenance, repair and warranty information, for each vehicle assigned.

f. Maintain a record of operator licenses.

**Operators will:**

a. Complete all blocks and sign DA Form 2401 prior to dispatch.

b. Complete ENG Form 5007-R when deficiencies are noted. All appropriate blocks of the form shall be completed. Sign and submit the original copy to the Dispatcher.

c. Perform appropriate checks and visual inspection of vehicles before, during, and after operation.

. Before operation, check for any damage to body; tires for proper inflation; evidence of leaks; presence of safety devices, tools, equipment, publications; perform engine warm-up and check instruments and accessories.

e. During operation, check instruments, brakes, clutch, steering, and engine operation; be alert for unusual noises and conditions.

f. After operation, check for any damage to body, such as dents, scratches to paint; tires for proper inflation; evidence of leaks; presence of safety devices, tools, equipment, publications. Remove all trash, papers, and personal belongings.

g. Operate vehicle in accordance with traffic regulations. Use defensive driving techniques and safe practices regardless of allowable speed limits.

h. Share driving with accompanying employees on long trips. Responsibility remains with assigned operator unless the relieving driver signs the DA Form 2401.

i. Report all accidents.

ANNEX J (LOGISTICS) TO HURRICANE PLAN

j. Remove the keys from the ignition and lock the vehicle at all times when not in use. Secure vehicle in a parking garage or guarded parking area, whenever possible, for overnight or weekend storage.

k. Exercise reasonable care and operate vehicles in a manner consistent with the purpose for which the vehicle was built. The following are examples of actions that could constitute abuse:

(1) Operating vehicles at excessive speeds.

(2) Running engines at excessive speeds unnecessarily or before operating temperatures are reached.

(3) Operating vehicles in improperly selected gears.

(4) Accelerating at an excessive rate.

(5) Riding or slipping the clutch.

(6) Braking improperly.

(7) Overloading or improper distribution of vehicle loads.

ANNEX K (FINANCE AND ADMINISTRATION) TO HURRICANE PLAN

1. **SITUATION.** Emergency operations may require a significant expenditure of financial resources. As emergency work is identified, a significant influx of new funding may be provided to support emergency operations. Support to emergency operations may require a greatly increased volume of financial and work management activities, to include, supporting internal and TDY personnel, acquisition of services and commodities, and intensive tracking in-house costs. Administrative matters may also be greatly increased in volume as personnel are required to travel on short notice, adjust tour of duties to include extended hours and/or premium pay for shift work, nights, overtime, holiday, hazardous duty, and Sunday pay.

2. **MISSION.** Oversee and execute all financial and administrative tasks necessary to support the District's emergency operations.

3. **ORGANIZATION.** The organization is intended to show probable requirements in the event of full implementation of mission activities. Specific staff requirements will be reviewed, as the mission is determined.

CAT Finance & Administration Lead (CAT F&A Lead)

Funds Control Officer

Funds Manager

MIPR Specialist

T&A Specialist

F&A Officer

Resource Management Functional Cadre (TDY assistance)

4. **EXECUTION.**

a. **CONCEPT OF OPERATION.** Upon activation of the CAT, the CAT F&A Lead will be activated to perform all financial management functions for the emergency operation. The CAT F&A Lead will determine additional support requirements and task offices as needed. The primary support will come from RM with augmentation from pre-designated individuals experienced in finance.

b. **RESPONSIBILITIES/TASKS**

(1) **CAT Lead.**

(a) Approve requests for TDY assistance for the CAT F&A Team.

(2) **CAT F&A Lead.**

(a) Mobilize and staff the CAT F&A team.

(b) Request TDY assistance to include the USACE RM Functional Cadre.



ANNEX K (FINANCE AND ADMINISTRATION) TO HURRICANE PLAN

- (c) Tasks Division/Office Chiefs to provide experienced CEFMS support.
- (d) Coordinate with the government travel card company to arrange emergency issue of travel cards and modify existing accounts (increase ATM daily and monthly limits, expand purchase authority) in support of emergency operations.
- (e) Accept FADS and prepare Resource Plans for the funding received from HQ for FCCE and O & M General emergency funds.
- (f) Make assignments in CEFMS to ensure all key employees have all the necessary permissions in CEFMS.
- (g) Load funds and accept customer orders assigned under the Federal Response Plan.
- (h) Request, approve, and certify Purchase Requests for Customer Orders (MIPR), labor, and all purchases of goods and services.
- (i) Manage and execute Time and Attendance for emergency operations. Issue standard tour of duty letter for use by immediate supervisors. Resolve conflicts.
- (j) Record all time and attendance for the emergency.
- (k) Prepare Overtime Requests for District personnel on temporary assignment to emergency operations.
- (l) Prepare and submit to SWD the request to waive the biweekly pay-cap.
- (m) Request, approve and certify travel orders for District employees to travel under the emergency.
- (n) Prepare detailed cost reports and make financial recommendations to the CAT Lead.
- (o) Prepare receiving reports for payment of goods and services
- (3) Immediate supervisors.**
  - (a) Brief incoming subordinates on job duties, tour of duty (provide written copy), time and attendance.
  - (b) Review subordinate time sheet for accuracy and sign time sheets on a weekly basis.

ANNEX K (FINANCE AND ADMINISTRATION) TO HURRICANE PLAN**(4) Individual assigned to Emergency Operations.**

(a) Record time and attendance on a daily basis. Sign and submit T&A sheet on weekly basis.

(b) If on TDY, prepare and submit travel voucher every two weeks.

**(5) Division/Office Chiefs.**

(a) Prepare Overtime Requests for personnel performing emergency operations under a permanent duty assignment.

(b) Approve time and attendance for personnel performing emergency operations.

**(6) Permanent Duty Station.**

(a) Enter time and attendance into CEFMS from non-SWG personnel.

(b) Prepare overtime requests for non-SWG personnel.

**4. LOGISTICS AND ADMINISTRATION.**

a. The CAT F&A Lead requires four desktop computers with electronic signature capability within the EOC and two laptop computers with electronic signature capability for off-site support.

b. Personnel assigned to emergency operations duty will work a 12-hour day, six days a week. Exceptions will be approved in writing by the immediate supervisor and the CAT Lead. All personnel assigned to emergency operations duty will be given a Tour of Duty memo upon immediately upon their assignment by their immediate supervisor.

c. Compensatory time is not authorized for emergency operations work. Only overtime will be used for hours exceeding the basic 40-hour week requirement. Approval for regularly scheduled overtime will be included in the Tour of Duty memo provided upon an individual's assignment to emergency operations duty.

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ANNEX K (FINANCE AND ADMINISTRATION) TO HURRICANE PLAN

**DISTRICT PERSONNEL WITH CONTRACT OFFICER AUTHORITY**

Personnel	Contracting Authority
Mr. Thomas Benero	Unlimited Authority
Mr. Curtis Cole, Jr.	Unlimited Authority
Ms. Linda M. Fredendall	\$10 Million Authority

**DISTRICT PERSONNEL WITH ADMINISTRATIVE CONTRACTING  
OFFICER AUTHORITY**

Personnel	Contracting Authority
Carelock, Don	\$100,000
Whitmore, Richard	\$100,000
Rubalcaba, Ralph	\$100,000
Garza, Elijo	\$100,000
McClenan, Mike	\$100,000